

PROGRAMME HANDBOOK

2024-25

Programme title	Master of Business Administration
Level	PG
Award	MBA
Mode of study	Full-time
Location of delivery	Niels Brock Copenhagen Business College
Programme leader	Name: Dr. Dong Hoang Office location: S024 Sankt Petri Passage 1, 1165 Copenhagen K Email address: dth@nielsbrock.dk

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How to use this handbook

This handbook provides you with an introduction to your programme and explains how the programme is managed and the regulations and policies that apply to it. It will also provide details of key staff contacts, including the programme teaching team and professional services staff. The handbook contains details of arrangements for your programme of study as well as more general information about being a De Montfort University student.

An online version of the Programme Handbook can be found on MItNielsBrock.dk, which will contain the most up to date information.

The handbook should be read in conjunction with:

[General Regulations and Procedures Affecting Students](#)

[Academic Regulations for Undergraduate and Taught Postgraduate Students](#)

1: Welcome and Introduction

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

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

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

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

With best wishes

Professor Katie Normington, Vice Chancellor, DMU

Welcome to Niels Brock Copenhagen Business College - 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 bachelor's and master's degrees, more than 10,000 full-time and part-time students in Denmark and 500 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. We currently have more than 2,000 international students studying at our Faculty of Higher Education and look forward to welcoming you to Copenhagen.

I wish you an amazing stay and can't wait to meet you as you embark on your journey.

Best wishes,

Charlotte Forsberg,

Deputy Vice Chancellor, Niels Brock Copenhagen Business College

2: About the Programme

Welcome to the MBA Programme.

Whether your career objective is to start your own business, enhance your employability or progress within your current career, our MBA programme is designed to equip students with the fundamental management knowledge, practical skills, networks, and confidence needed to become a leader and a competent professional. The programme enables you to gain a comprehensive understanding of business across key functions such as Leadership, Strategic Management, Marketing, and Finance, all while exploring emerging trends such as sustainability matters, cross-cultural management etc.

Beyond your academic opportunities, we place employability at the core of our offering. Our diverse cohort of staff and students presents further opportunities to enhance key qualities expected of leaders, such as cross-cultural awareness, international perspective, and valuable connections.

2.1 Key Information

Characteristics and Aims:

This programme provides a solid underpinning of the learners' knowledge and skills from a list of core modules, that are relevant to their career paths. There is a strong practical and professional orientation to the curriculum with the main objectives of early career options or career acceleration.

There are opportunities for learners to utilise their knowledge and skills further with an exciting final project that will inform them about various career options in business, including consultancy and entrepreneurship.

All modules have been designed to identify and expand the learners, knowledge and skills in real work environments to help advance their learning within their chosen fields and be able to confidently navigate an ever-changing business landscape, including perspectives from Industry, family business, self-employment (freelance/business start and third sector).

Modules are designed, created and delivered by specialists' academics in their field of expertise to enable an engaging learning environment. Key areas of focus include:

- Global focus, embedded internationalisation.
- Social responsibility, ethics, and sustainability.
- Employability and professional competencies.
- Business Development, Leadership and Strategy.
- Contemporary issues and research inspired teaching.

- Health, wellbeing, and academic skill development where applicable.

Programme Learning Outcomes

Upon completion of the programme, our students will be able to:

1. Critically evaluate and adapt to a wide range of Business and Management issues within a global context.
2. Develop and demonstrate a high level of analytical, critical communication and presentational skills appropriate to postgraduate study in the context of the workplace.
3. Using advanced scholarship to build-up-on specialist knowledge and skills relating to the broad business themes within a global context to produce a research project.
4. Enhance and apply transferable skills in-line with industry standards and chosen field of employment.
5. Develop ethical decision-making with an appreciation and understanding of corporate social responsibilities, while being adaptable to change in a business context.
6. Develop and apply values, skills, knowledge and behaviours that will enable you to contribute to the development of a just, peaceful and sustainable world.

Programme Learning Outcomes – Postgraduate Diploma (PGDip.) in Business Administration

Upon completion of the programme, our students will be able to:

1. Critically evaluate and adapt to a wide range of Business and Management issues within a global context.
2. Develop and demonstrate a high level of analytical, critical communication and presentational skills appropriate to postgraduate study in the context of the workplace.
3. Using advanced scholarship to build-up-on specialist knowledge and skills relating to the broad business themes within a global context.
4. Enhance and apply transferable skills in-line with industry standards and chosen field of employment.
5. Develop ethical decision-making with an appreciation and understanding of corporate social responsibilities, while being adaptable to change in a business context.
6. Develop and apply values, skills, knowledge and behaviours that will enable you to contribute to the development of a just, peaceful and sustainable world.

Programme Learning Outcomes – Postgraduate Certificate (PGCert) in Business Administration

Upon completion of the programme, our students will be able to:

1. Establish a critical understanding of a range of Business and Management issues within a global context.
2. Develop analytical, critical communication and presentational skills in the context of the workplace.
3. Build-up-on knowledge and skills relating to the broad business themes within a global context.
4. Demonstrate transferable skills in the chosen field of employment.
5. Develop and apply values, skills, knowledge and behaviours that will enable you to contribute to the development of a just, peaceful and sustainable world.

The programme equips students with academically relevant knowledge and practical managerial and professional skills that are necessary to succeed in an increasingly uncertain, dynamic, and competitive business environment. Students gain a nuanced understanding of what it means to be a Business Leader in the 21st Century, navigating complex contemporary issues such as leading and managing across cultures, sustainability issues, Leadership and Management.

Teaching and Learning Strategies

The MBA structure fosters an integrated learning approach to management education. The learning and teaching methods embrace a range of approaches including lectures, tutorials, seminars, workshops, case study analysis, audio-visual presentations, guest lectures, collaborative group work, such as presentations and projects, essays, individual presentations, simulations, and management reports. At Niels Brock Copenhagen Business College, it is our belief that a smaller group opens for more diverse teaching methods. Classes are composed of maximum 30 students to facilitate ongoing discussion.

DMU is committed to all programmes empowering students to [address issues of Sustainable Development](#), such as social inequalities, health and wellbeing and environmental impacts, through course-specific teaching, learning and assessment approaches. For this programme, these values are embedded in the core curriculum through our dedicated Block 1 module i.e. Leadership and Sustainability. We aim to develop future leaders that are not only aware of these very important sustainability issues but are also equipped to with the skills to make a real impact through effective decision-making.

Learning and Assessment Strategies

To achieve our programme outcomes and ensure adherence to the Universal Design for Learning (UDL), and Equality, Diversity and Inclusion (EDI) principles within the university, we will utilise multiple means of representation, engagement and assessment. These will include a mixture of Lectures, workshops, tutorials, practical learning sessions, online resources and formative assessments to ensure all learning styles are acknowledged.

For assessment, we will use a range of methods, including essays, reports, and presentations. Alongside summative feedback, students will be given feedback throughout the programme to develop and improve their knowledge, skills and understanding.

Assessment structure

The MBA Programme's assessment will comprise four (4) compulsory 30-credit modules and a 60-credit module where students work on a final project: Consulting Project.

Please visit Modules' Specification on the Programme BB shell for detailed information on each module's assessment type and task.

2.2 Programme Structure

DMU has a policy of recording all academic staff-led activity for replay and revision purposes to ensure continued compliance with the Equalities Act 2010. The main vehicle for providing such recordings is the DMU Replay service, but your Module Tutor may use other means of providing audio and/or visual materials to ensure compliance with the policy and these will be fully explained to you along with where to get help and support. For help with viewing a DMU Replay recording click here:

<http://celt.our.dmu.ac.uk/dmu-replay-the-student-view-including-navigation-and-search/>

Further information can be found via this link: <https://library.dmu.ac.uk/learningtechnologies>.

You can view your Module Specifications available on your Programme LearningZone shell

Module list

Block	Module Code	Module Title	Credit Value	Optionality
1	BMBA5001	Leadership and Business Sustainability	30.00	Compulsory
2	BMBA5002	Advanced Strategic Management	30.00	Compulsory

3	BMBA5003	Cross-Cultural Management and Marketing	30.00	Compulsory
4	BMBA5004	Business Finance and Enterprise Development	30.00	Compulsory
5 & 6	BMBA5007	Research Methods and Consulting Project	60.00	Compulsory

2.3 Module Information

BMBA5001 Leadership and Business Sustainability

This module is designed to be as interactive and participatory, since Leadership and Business Sustainability is a contested, dynamic, and rapidly changing field of theory and practice, thus requiring much debate, discussion, and analysis.

The module exposes you to the principal issues facing organisations in the 21st century in respect of leading, managing and developing talent. The module further develops your knowledge and managerial skills, considered to be necessary for existing and aspiring managers to nurture talent effectively. Attention is paid to key features of the internal and external operating environments which shape leadership practice and talent management strategies in organisations.

Sustainability is commonly defined as development that "meets the needs of the present without compromising the ability of future generations to meet their own needs" (World Commission on Environment and Development, 1987). Business, sustainability can be defined as the "ability of organisations to respond to their short-term financial needs without compromising their (or others') ability to meet their future needs" (Bansal and Desjardine, 2014).

This module explores how businesses contribute to the realisation of a more sustainable, responsible and equitable world and what aspirations of sustainable development mean for business in practice. The module further addresses important questions within the subject matter and enables you to develop a theoretically informed and practically relevant understanding of business sustainability while highlighting some of the key debates in the sustainability field such as the drivers of corporate responsibility, the extent of responsibility, the governance, implementation and reporting of sustainable development goals.

The module addresses both the academic literature on Leadership and Business Sustainability and explores their applications and managerial impact through the use of case studies and contemporary examples from industry.

BMBA5002 Advanced Strategic Management

In an increasingly dynamic environment, it is imperative to adopt a holistic view of what constitutes strategy and its relevance to different organisational contexts. This module is developed to provide insight through engagement in a blend of contemporary, theoretical thinking and application in the field of strategic management. The central underpinning of the module is the exploration of the strategic management process, with students proactively encouraged to apply and rethink strategic concepts and frameworks in planning and decision-

making. The learning materials and teaching methods are specifically designed to expose you to key theoretical approaches and, at the same time, to critically challenge existing norms within the industry. This module considers the scope and definition of a project, its significance as an instrument of change and the roles and responsibilities of the people within it, whilst recognising organisational issues and exploring a range of project management tools to execute and evaluate the project throughout its many phases.

BMBA5003 Cross-Cultural Management and Marketing

This module introduces the principal challenges facing international organisations in the 21st century with respect to intercultural issues. It offers an in-depth insight into cultural dimensions within the workplace, drawing on and critically evaluating the work of Hofstede, Minkov and Trompenaars. It will guide learners through the demands and complexities of intercultural interactions, negotiations and conflicts in organisations, using scenarios and case studies from multinational business organisations.

Learners will examine key elements of marketing theories, strategies, and their application in diverse international marketing contexts. Whilst marketing theories have much in common with marketing goods and services in a domestic market, many additional factors and considerations need to be considered. In addition, businesses face barriers to market entry, not all of which might be immediately obvious. Rapid advancement and continued expansion of electronic media and communication businesses can take advantage of the services when designing contemporary marketing strategies. This module aims to enhance the learner's analytical and problem-solving skills and develop their critical awareness of cultural dimensions and practices to be applied to real-world scenarios.

BMBA5004 Business Finance and Enterprise Development

One of the objectives of this module is to develop decision-making ability based on business finance theory. It will introduce cardinal business and personal finance concepts, time value of money, financial markets and institutions, risk and return, capital structure, elements of investments and small business finance. It further examines the theoretical concepts and models of finance and how they can be applied to realistic situations.

The module places a strong emphasis on analytical and numerical skills. Presentation and discussion skills are also essential for learners to explain their positions or arguments to each other and try to argue for the implementation of their recommendations.

In a fast-changing and highly competitive world, businesses no matter what size, need creative, enterprising, and entrepreneurial people to help drive those businesses forward. This module

helps develop these key attributes through hands-on experience of enterprise in practice by using and sharing the knowledge of learners and skills to identify and create solutions to real challenges.

The module demonstrates that being enterprising and entrepreneurial is about taking calculated risks, creating change, making a difference and having a positive impact across society and communities, whether in business as an employee, self-employed, a social enterprise or a family business. To that end, the module provides learners with a practical understanding of enterprise formation across various stages of business development and how to apply that practical knowledge to industry, a business, as a freelancer, whilst recognising them as employability skills.

BMBA5007 Research Methods and Consulting Project

This module provides students with the opportunity to integrate elements of their programme of study into a practical consulting project involving a live case that has been set by the organisation.

The focus of the simulation project is frequently related to innovation either by improving and/or changing existing processes, business and/or service models, structures, products, or services or by developing new business and/or service models, products, or services. Students will be consulting for a virtual business organisation and implementing their decisions in a simulated environment, to test the way and extent to which their recommendations made an impact. During that process they will be reflecting on whether they could have had a different impact had they made different recommendations and implemented different decisions in the simulator. At the end of the project, the student is expected to have developed an in-depth understanding of how the theoretical knowledge gained during your course can be applied to support decision-making in the real world, deal with uncertainty when it comes to making decisions, and establish solid grounds for your decision-making capabilities underpinned by rigorous principles of academic research.

2.4 Settling into your programme.

As you embark on your exciting journey studying at Niels Brock Copenhagen Business College, you will be able to find support from a variety of sources as you progress. During your first week of study, you will partake in an intensive Induction programme where you will learn about the programme and our methods of teaching and learning, as well as become acquainted with both your faculty and fellow students. One month prior to study start, you will have access to our VLE MitNielsBrock where you will find substantial information concerning the programme, life in Copenhagen as well as contacts to the various support functions at NBCBC.

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 Programme Leader Dr. Dong Thi Thu Hoang or the Student Support Unit at ssu@brock.dk

3: Communication

3.1 Key Staff Contacts

The programme is located in several places in Copenhagen with main address:

De Montfort University programmes at Niels Brock,
Sankt Petri Passage 1, 1165 Copenhagen K, Denmark

Programme Management in Copenhagen

<p>Charlotte Forsberg Deputy Vice-Chancellor Phone: (+45) 2321 4554 Email: cfo@nielsbrock.dk Office: S017</p> <p>Charlotte Forsberg is overall responsible for all Undergraduate and Postgraduate Programmes at Niels Brock Copenhagen Business College.</p>	<p>Dong Thi Thu Hoang Dean of Academic Affairs Phone: (+45) 2219 2621 Email: dth@nielsbrock.dk Office: S024</p>
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Programme Support Contacts in Copenhagen

Student Support Unit	Programme Administration	Librarians
<p>Emails should be sent to: ssu@brock.dk</p>	<p>Emails should be sent to: international@brock.dk</p>	<p>Urania Sobrinho Meyer: library@nielsbrock.dk</p>

The DMU key contact in the UK

Link Tutor, Caroline Spence, can be reached at caroline.spence@dmu.ac.uk or at (+44) 116 366 4461.

The best way to contact members of staff is via email. If you wish to have a meeting with a member of the team, you can make use of their advice and feedback tutorial times (also sometimes called 'office hours').

3.2 Personal Tutoring

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

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

4: University Regulations and Policies

4.1 Partner Regulations

At Niels Brock, specific regulations are in place which are available on your programme information tab at mitnielsbrock.dk.

4.2 DMU Regulations

As you are undertaking a DMU award, DMU's regulations will also apply to your study. When you register as a student you agree to follow these regulations. These regulations are divided into two areas; 'General Regulations' and 'Academic Regulations' available here: [Student regulations and policies](#)

[General Regulations](#) explain how decisions are made in areas such as:

- Academic appeals
- Academic Offences and Bad Academic Practice
- Student disciplinary issues
- Attendance and Absence policies

[Academic Regulations](#) set out the rules on assessment, progression, and award standards. These regulations enable DMU to ensure its academic standards are appropriate and that all students are treated consistently and equitably.

If you have any questions about these regulations, you should speak to your tutor in the first instance.

4.3 Attendance

You are expected to attend all timetabled sessions. Please note that you will be recorded as absent if your attendance is not recorded at your timetabled activities. If you are ill for a maximum of three consecutive days, you do not need to contact anyone. However, in cases of illness beyond three consecutive days, please report the illness to the Student Support Unit at ssu@brock.dk clearly stating your full name and your P-number.

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

Please note that the Course Calendar offers study breaks according to UK/Danish academic traditions. Students seeking extended periods absence must obtain prior approval from the Student Support Unit, ssu@brock.dk, and approval will be granted only in extenuating circumstances.

Extenuating circumstances are situations that significantly hinder a student's ability to manage their academic responsibilities. These include disabilities or chronic health conditions, severe mental health issues affecting academic performance, legal obligations like court appearances, serious illnesses or injuries necessitating hospitalization or medical treatment, and family emergencies such as sudden illness or death of a close family member. Please note that evidence is required for each of these cases, and it must be provided by qualified professionals such as doctors or specialists.

Non-extenuating circumstances are typically considered part of a student's personal life and are not generally valid reasons for requesting special accommodations or extensions. Examples include attending social events like weddings, birthday parties or concerts, taking vacations or traveling for leisure purposes, participating in extracurricular activities such as sports tournaments or club events, volunteering for community service or charity events, personal commitments like family gatherings or reunions, part-time employment, attending cultural or religious events, and participating in recreational hobbies or leisure activities. Please note that leave will not be granted for any of the cases mentioned above.

Poor attendance may result in low marks or even fails, as attendance and performance in assessments are closely linked.

Attendance is referenced in the Learning Agreement.

Also see the DMU General Regulations affecting students. Further details are included within Chapter One: [DMU General Regulations: Chapter 1](#)

4.4 Complaints

Your first port of call for advice and support should be Student Support Unit at ssu@brock.dk. It is our intention to deal with your concerns and queries as quickly and as efficiently as possible.

If you are unhappy about the advice you have received or have encountered any difficulties in obtaining advice and guidance, you should put these in writing and forward this explanation to the Dean of Academic Affairs.

The Dean will consult with appropriate colleagues and respond to you **in 2 working days during term time** (a longer response period may be required outside term time to account for staff holidays).

Any complaint will remain confidential, unless it is felt that there is an issue of health and safety.

4.5 Academic Appeals:

You have the right to appeal, on specified grounds only, for reconsideration of the decision of any assessment board.

More information can be found here:

<https://www.dmu.ac.uk/current-students/student-support/exams-deferrals-regulations-policies/student-regulations-and-policies/academic-appeals.aspx>

General Regulations and Procedures Affecting Students – Chapter 6 ‘Students’ of appeal against Assessment Board decisions’: [DMU General Regulations: Chapter 6](#)

4.6 Student Charter

De Montfort University has developed a Student Charter setting out commitments from the University to students, from students to the University, and from the Students’ Union to students.

The charter will be updated on a yearly basis, and is a guide to your responsibilities at DMU, and will help explain what the university should do for you.

<http://www.dmu.ac.uk/dmu-students/student-resources/student-charter/student-charter.aspx>

4.7 Higher Education Achievement Report (HEAR)

When you graduate, as well as being issued with a degree certificate, you will be given access to your HEAR. This online document details your module results, alongside any extra achievements such as internships, volunteering or student representative roles. This essential document is a great resource to support you in any future job applications.

Visit the DMU web page for more information on the HEAR:

[http://www.dmu.ac.uk/dmu-students/your-dmu-experience/hear/higher-education-achievement-report-\(hear\).aspx](http://www.dmu.ac.uk/dmu-students/your-dmu-experience/hear/higher-education-achievement-report-(hear).aspx)

5: Management of the Programme

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

5.1 Programme Management Boards

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

Programme boards meet in two modes:

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

5.2 External Examiners

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

The External Examiner for this Programme has yet to be appointed.

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

6: IT Resources

6.1 Student Email

Niels Brock Student Email

All students get a Niels Brock email account. Your Niels Brock email is in the format “username”@edu.nielsbrock.dk. **Note that all email from the Niels Brock administration and lecturers will be sent to your @edu.nielsbrock.dk account.** It is expected that you check your Niels Brock email account daily for urgent issues. 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.

DMU Student Email

DMU provides an email account to all students throughout their time at university. It is a free service that employs a web interface so it can be used from any computer or mobile device with a web browser and internet connection.

Your student email is in the format: **Pnumber@my365.dmu.ac.uk**
e.g. P1234567@my365.dmu.ac.uk

This email service is the official electronic communication system between the university and students. Therefore, students should regularly sign in to their accounts to check for messages.

Note that **all emails from the University will always be sent to your DMU student email address** (not your personal/private email address). It is your responsibility to check your email regularly and respond to emails from the University. Further information about the email system and the protocols for the appropriate use of email can be found on the DMU website.

6.2 MyDMU

MyDMU is your personalised student information portal and mobile app designed to support you while you study. It provides you with the latest university information and access to your online course materials.

Access MyDMU using your web browser: <https://my.dmu.ac.uk>

Login using your DMU username and password

6.3 Virtual Learning Environment (VLE)

Niels Brock VLE

MitNielsBrock will provide you with access to the local Virtual Learning Environment. It is used to support learning and teaching activities and provides access to your programme online learning materials.

Each module has its own shell and through these you will be able to access module learning content for your programme and participate in discussion forums relating to your module. You will also be able to access your module resource list (or reading list) which highlights key reading materials and resources. You will also be able to view your assignments and find guidance for submitting assignments online using Turnitin, a software which checks your work for originality.

Your lecturers will upload all relevant material concerning the module to this platform and you will have access to **MitNielsBrock** through the internet. All relevant information from the Copenhagen administration will also be uploaded to MitNielsBrock.

To find MitNielsBrock go to: <https://www.mitnielsbrock.dk/login/index.php>

DMU VLE

LearningZone is DMU's new Virtual Learning Environment (VLE) that is being rolled out from September 2023. It is used to support learning and teaching activities and provides access to your programme online learning materials.

Each module has its own shell and through these you will be able to access module learning content for your programme, including lecture recordings using DMU Replay, and participate in discussion forums relating to your module. You will also be able to access your module resource list (or reading list) which highlights key reading materials and resources. You will also be able to view your assignments and find guidance for submitting assignments online using Turnitin, a software which checks your work for originality.

There are online guides available in LearningZone under the 'Student Support' tab.

LearningZone access and login

Go to <http://learningzone.dmu.ac.uk> OR Select the LearningZone tile in MyDMU

Login using your DMU username and password

7: Library Services

7.1 Introduction to Niels Brock CBC Library Services

The CBC Library is an academic library open to the students, faculty, and staff at Niels Brock Copenhagen Business College. It is located at Sankt Petri Passage 1, ground floor, and is open Monday through Friday from 07:00 to 19:00.

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

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

Access to all resources, including additional databases and helpful information on referencing and academic writing can be found on [CBC-DMU library](#) on Moodle page. Besides CBC Library, students and academic staff also have access to De Montfort University Library, which gives access to a wealth of digital resources.

The librarian Urania Sobrinho Beyer (library@nielsbrock.dk) can help students with searching information effectively, finding quality sources of information and referencing. The librarian is available Monday-Friday 9:00-15:00 or by booking a meeting, if outside these hours. Bookings can be made on CBC-DMU Library Moodle page.

7.2 Introduction to DMU Library and Learning Services

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

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

Resources

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

Accessing online material

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

Databases and ebook collections that DMU can provide can be accessed from the relevant partner students libguide: <https://library.dmu.ac.uk/partnerportal>

Learning and Academic Skills online guides

DMU provides a number of online guides and tutorials that can help you with academic skills, such as Critical Thinking, Academic Writing, Referencing, Maths and Statistics. These can be accessed from the Support and Guidance tab of our Partner Students Webpage. Here, you'll also find links to online workshops that you can join or watch a recording.

Library and University Regulations

Use of the library comes with some simple rules for everyone's benefit. Full library regulations are available at <https://library.dmu.ac.uk/LLSRegs/home>. Failure to comply with library or university regulations may result in disciplinary action.

Contact us

If you need help with accessing information from DMU Leicester, contact us via justask@dmu.ac.uk.

8: Assessment

8.1 How to submit assessments

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 according to the current [Academic regulations](#) section 2.14 through 2.18. These state

- If an assessment is submitted later than the deadline without an approved extension or deferral the mark received will be capped.
- If an assessment is submitted up to 24 hours past the deadline for submission, the mark for the work will be capped at the pass mark of 50 per cent.

- If an assessment is submitted more than 24 hours late the work will receive a mark of zero per cent.
- The above applies to a student's first attempt at the assessment. If work submitted as a reassessment of a previously failed assessment task is submitted later than the deadline the work will immediately be given a mark of zero per cent.
- If an assessment which is marked as pass/fail rather than given a percentage mark is submitted later than the deadline, the work will immediately be marked as a fail

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

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

Turnitin

Turnitin (available via the VLE) is a text-matching tool used for plagiarism detection to which you will be introduced during your academic study. It is a web-based plagiarism detection tool widely used in UK universities and schools/ colleges. It searches the current and archived internet documents, papers submitted by other students, and identifies any similarities between texts. Refer to [Chapter 4, Section 3 of the General Regulations and Procedures Affecting Students](#) for more information on plagiarism. The aim of using this software is to deter plagiarism, rather than to detect it and punish you.

8.2 Assessment criteria and mark descriptors

When marking your work, your tutors use a set of assessment criteria against which each piece of work is assessed. Assessment criteria are usually stated with the assessment brief and are directly related to the learning outcomes for the module.

In assigning a mark to your work, tutors use mark descriptors which are the university's framework for assessment. The final mark awarded to a piece of work will be informed by how it corresponds to these mark descriptors.

Mark descriptors for both undergraduate and postgraduate study can be found in the DMU Assessment and Feedback Policy: [Assessment and Feedback Policy](#)

8.3 Assessment feedback

We are committed to ensuring that all students receive appropriate feedback on their assessed work. Feedback can help you improve your future performance. When you receive assignment feedback from your tutor, you will find a summary assessment of your work, which you should read together with the annotations made on the assignment itself.

These comments are intended to help you recognise your own strengths as well as identify any weaknesses. Please take these comments seriously and act upon any suggestions. You should also make an appointment to see the module tutor if you are unclear about written comments made on your work, or if you have any concerns about your progress on a module.

You can expect to receive your mark and feedback within **15 working days** of the submission deadline. Where possible, tutors will endeavour to return the work sooner.

You can view the University's full Assessment and Feedback Policy here: [DMU Assessment and Feedback Policy](#)

8.4 Deadline extensions, deferrals and leave of absence

Sometimes students are unable to meet assessment deadlines due to unforeseen circumstances, or have significant personal or medical issues which mean that they would benefit from some time away from their studies. New students may also experience initial difficulties settling in to university life.

The university offers several options for students in such situations. You should request further information from the partner institution in the first instance. Chapter 5 of the [Student Regulations](#) explains more.

Decisions on students' options should be taken in discussion with the relevant academic staff and requests for deferrals or interruptions will require supporting evidence.

8.5 Failed modules and reassessment opportunities

If you fail a module you may not meet the progression or award requirements for your level. If this is the case and you have sufficient reassessment opportunity, you may be required to retrieve the failure in order to progress or obtain an award. This is known as a **reassessment**.

Reassessment advice will be sent to you following the release of results. You should seek advice regarding failed modules and reassessment opportunities from the partner institution in the first instance.

For more information on reassessment, see Section 2 of the [Academic Regulations](#).

8.6 Academic Integrity and Misconduct

All students are expected to uphold DMU's principles of integrity, honesty and trust in their academic work. The work that you submit for assessment must be entirely your own and you must always acknowledge the use of any other sources in referencing conventions, as set out by the University. We also require that you comply with the University's assessment regulations, including those relating to conduct in examination or test conditions.

The policy is published online: [Academic Integrity and Misconduct Policy](#) and describes the definitions of academic misconduct that are broadly categorised into the areas listed below:

- Poor Academic Practice
- Plagiarism
- Contract Cheating and the use of Artificial Intelligence (AI) Generated Content
- Collusion
- Cheating in Examination or Test Conditions
- Acquiring and submitting work that is not produced by you
- Fabrication and/or falsification of information
- Re-using previously assessed material

Some of these definitions may not be the same as those you experienced at school, college or in countries other than the UK. It is therefore critical that you read the definitions set out in the [Policy](#) and ask a member of staff if you have any doubts or questions about their meaning. If you are studying in a partner institution located in a country other than the UK, these definitions still apply to you.

Where a member of staff suspects that there is academic misconduct in your assessment, they will gather initial evidence and will inform the module leader. The module leader may seek advice from an Academic Practice Officer where it is unclear if a potential case of academic misconduct has taken place, and may refer the matter to them for a decision.

The [Policy](#) outlines the sources of advice and support available to avoid academic misconduct.

8.7 Referencing

As you research and write your assignments, 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).

Referencing can seem complicated at first but, with practice and adherence to the designated referencing style, it is a good habit which can be achieved fairly quickly. There is support to help you to reference effectively.

This programme uses Harvard (Cite Them Right) as the referencing style.

Support and guidance about good academic practice can be found within the **referencing tab** from the relevant partner student libguide: <https://library.dmu.ac.uk/partnerportal>, including a link to **Cite Them Right** (a resource providing examples of referencing different types of material). You can also use **RefWorks**, a tool that enables you to store your references in one place and automatically create a reference list or bibliography at the end of your document.

9: 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.

9.1 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., LearningZone/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.

9.2 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 SSU ssu@brock.dk 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.

10: The Student Voice

10.1 Student Representation

The student representation system aims to ensure that all students have the opportunity to provide feedback on their educational experience and is one of the many ways in which the university engages with its students. The role of student representatives is to gather feedback from peers and report this to academic staff through formal and informal meetings.

The student representation system in place is as follows:

Programme feedback meetings are held as formal monthly meetings between student representatives and programme staff at Niels Brock. Minutes of the meeting are placed on the Niels Brock 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.

Further information on student representation is available from De Montfort Students' Union at: <https://www.demontfortsu.com/> or via the Department of Academic Quality at: <http://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/student-voice/student-representation.aspx>

10.2 Student surveys

A variety of mechanisms are used to gather student feedback, including questionnaires and surveys. These are conducted both internally within De Montfort University (DMU), and externally across the higher education sector.

Surveys may include:

- Module and programme level feedback
- National Student Survey (NSS) <https://www.thestudentsurvey.com/>

- Postgraduate Taught Experience Survey <https://www.advance-he.ac.uk/reports-publications-and-resources/postgraduate-taught-experience-survey-ptes>
- DMU Students' Union feedback <https://www.demontfortsu.com/>

11: Student Support

Careers and employability support

The Careers & Employability team offers online Careers resources in the DMU Skills Hub – <https://dmu.careercentre.me/Members> Students should log on with their normal DMU username and password.

Education for Sustainable Development/Sustainable Development Goals

De Montfort University is committed to making a big difference to the Sustainable Development agenda, by using the United Nations' 17 Sustainable Development Goals (SDGs) as a focus for our teaching, research and other activities.

That means working to reduce poverty, promoting gender equality, caring for ecosystems, helping create economic prosperity for all, and much more. A major part of the work is embedding sustainability education across the university in taught courses for the benefit of students, staff and our wider community.

Our aim is to put sustainability at the heart of everything that DMU does, inspiring students to 'be the change', both at DMU and in their future careers. Find out more at:

<https://esdg.our.dmu.ac.uk/>

At Niels Brock Charlie Mpengula (chmp@nielsbrock.dk) is the Head of Sustainability tasked with integrating sustainability and the SDGs into all educations and curricula across programmes. The primary focus is building students' skills to work with sustainability and adding on to students' innovation and entrepreneurship capacity. You will therefore be invited to a number of events such as company presentations, workshops and may also choose to become part of the Niels Brock Copenhagen Business College Advisory Board on Sustainability.

12: Frequently Asked Questions (FAQs)

What should I do if I am ill or absent from class?

If you are ill for a maximum of three consecutive days, you do not need to contact anyone. However, in cases of illness beyond three consecutive days, please report the illness to the Student Support Unit at ssu@brock.dk.

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

Please see further guidance in Section 4.3 above.

How do I notify Niels Brock Copenhagen Business College of any changes in my personal details (e.g. term-time address)?

Inform the Programme Administrators in writing of any change of home or company address, phone number or e-mail address. This is done by emailing international@brock.dk. It is also essential that you update your student data on ums.brock.dk.

What should I do if I can't log into MitNielsBrock, Niels Brock student email or other Niels Brock online systems?

Contact our helpdesk at helpdesk@brock.dk -remember to state your Niels Brock username or by phone at (+45) 33419666.

What should I do if I can't log into myDMU, student email or other University online systems?

If you have any problems accessing your DMU account, please contact IT support:

itmsservicedesk@dmu.ac.uk

<https://www.dmu.ac.uk/about-dmu/professional-services/information-technology-and-media-services/service-desk.aspx>

What should I do if I need advice about personal issues?

Your first port of call if you are experiencing personal issues that are having an impact on your studies is to contact our Student Support Unit ssu@brock.dk. Our Students Councillors will advise and may point you in the direction of more specific support.

What should I do if I want to change programmes?

Should you wish to change your programme then you should discuss the matter with the Dean of Academic Affairs Dong Hoang who will advise you of the possibilities.

You cannot change on to any new subject/programme without the appropriate written permission. All changes to subject/programme must be made as soon as possible after the start of the year of study, and within the first two weeks of the commencement of the year of study

What should I do if I am thinking of interrupting my studies?

If you are prevented from continuing your studies for ill-health or another legitimate cause, you must apply for a leave of absence. You will be expected to provide a written explanation of the circumstances, accompanied by evidence to support your request; leave of absence will not be considered without third-party evidence to support it. Requests must be received before the final submission deadline for work on your programme.

What should I do if I am thinking of withdrawing from my studies?

Sometimes students decide that they wish to leave their programme at the University completely. If you are considering withdrawing or transferring, please see your Dean of Academic Affairs to discuss the matter. If you do decide to withdraw, you must inform the University in writing. You will be asked to state your last day of attendance; this date will be confirmed with your Programme Administrator. You should also seek advice on the financial implications of withdrawal from study. It is most important that you do not leave without telling us and that you inform us of your last date of attendance. If you do leave without officially telling us, then your last day of attendance will be the end of the academic year and you will therefore be liable for the full University fees for the whole academic year.

