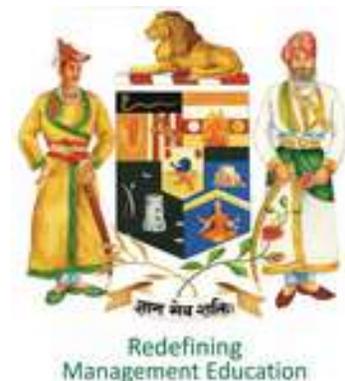


Faculty of Business and Law

Bachelor in Management (Business Studies)

N1N260

Programme Handbook
2016/17



How to use this handbook

This is the main reference version of your Programme Handbook which you should keep for the whole of the time that you are studying this programme.

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

Part 2 gives more **general** information on studying at Daly College Business School and in the **Faculty** of Business and Law and the **University** as a whole.

An **electronic version** of this handbook (which is continuously updated) is available on our vle system, *Blackboard*. Part 2 (section 4) of this handbook gives instructions as to how to login to *Blackboard*. 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.

All of the information referred to can be found by logging in to **Blackboard** and going to the **My Communities** box and clicking on the **Faculty of Business and Law** link. You will then see the **Programme Handbooks** button on the left of the screen.

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 2016/2017

Handbook and Regulations for Undergraduate Awards 2016/2017

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

As a student enrolled on a De Montfort University validated programme, Daly College Business School, will apply the University's General Regulations and Procedures Affecting Students, as these regulations apply to all De Montfort University students, regardless of their location of study. Daly College Business School, has a copy of the Regulations but you can also find them at:

<http://www.dmu.ac.uk/dmu-students/the-student-gateway/academic-support-office/student-regulations.aspx>

This programme/module handbook has been produced to provide students with specific programme/module information and guidance. More general advice about the range of support and resources students can access from the University are available via the DMU @ Your Local College section of the DMU website (<http://www.dmu.ac.uk/dmu-students/student-resources/local-college-learners/local-college-learners.aspx>) including a range of study support materials and progression information. _

Welcome from the Pro Vice-Chancellor/Dean

Welcome to De Montfort University and the Faculty of Business and Law. We aim to provide an environment which is both exciting and stimulating, where innovation and dynamism can flourish. I hope that this handbook, alongside the support facilities available on the Intranet such as our virtual learning environment Blackboard - will help you settle in quickly and find your way around. I also very much hope that you will have an enjoyable and rewarding time here.

At De Montfort University we pride ourselves on the quality, excellence and relevance of our teaching and research. Both Leicester Business School and Leicester De Montfort Law School, which together make up the Faculty of Business and Law, enjoy first class reputations amongst their peers and in the professional world into which their students' progress.

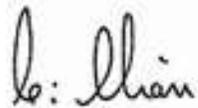
De Montfort Law School prides itself on the high value and appropriateness of its programmes and the care and support we offer students. Our staff provides learning opportunities of the highest standard, and through their experience and research, ensure that teaching and learning materials are at the forefront of contemporary business education and practice.

All our programmes require a persistent and continuous effort from you to achieve a high level of success. The course you have chosen is no exception and will demand a considerable investment of time if you wish it to be a valuable experience. Our priority is to help you gain the qualifications and skills you need to successfully progress in your future life. With this programme you have a unique opportunity to invest three or more years in acquiring a wide range of attributes that will be valuable to you no matter what career you decide to embark upon. The programme team is committed to ensuring that you have the support you need to produce your best work and to feel confident in developing and using these skills.

I very much hope this guide will help provide all the information you require.

Every good wish for your stay here at De Montfort University.

Yours sincerely



Professor Cillian Ryan
Pro Vice-Chancellor & Dean
Faculty of Business & Law

Welcome to DCBS

The Daly College Business School (DCBS) offers an internationally acclaimed undergraduate management degree Bachelor in Management (Business Studies). Today, it is the only undergraduate business school in India offering a foreign university undergraduate twinning degree which is approved by AICTE.

DCBS in collaboration with De Montfort University, UK provides a unique opportunity to study Bachelor in Management (Business Studies) both in UK & in India. After two years of study at DCBS in Indore, students move to UK for the third year.

This programme can be studied as a three year or a four-year course having an optional sandwich placement year. The additional placement year adds corporate experience to the degree which is highly valued and extremely beneficial for future employment. Thus, students can choose the number of years of study.

At DCBS we pride ourselves on the quality, excellence and relevance of our teaching and research. The course combines strong academic rigour with practical application ensuring relevance to today's dynamic business world.

DCBS is a college of quality and distinctiveness and we are proud to provide a truly international educational experience, which has produced 4 University toppers.

We look forward to welcoming you to the Daly College Business School.

Our good wishes for your studies and your stay with us.

Dr. Sumer Singh
Director Daly College Business School / Principal The Daly College

PART 1

Your programme of Study

1 Finding Your Way Around in Leicester

The Faculty of Business and Law is based in the **Hugh Aston Building**.

You may have to attend activities, lectures and tutorials in various buildings on campus. A campus map is available in the ASK handbook given to you at enrolment or at:

<http://www.dmu.ac.uk/documents/about-dmu-documents/how-to-find-us/2012-dmu-access-map.pdf>

It is important that you keep your **DMU ID** (photo card or temporary paper ID given to you at enrolment) as you will need it when you transfer to Leicester in your final year.

If you are unsure of where to go when you are in Leicester, your first point of contact should always be:

The Faculty Student Advice Centre (the SAC)

Located on the Ground Floor of the Hugh Aston Building

(Next to the Café entrance)

Telephone (0116) 250 6260 / (0116) 257 7243

studentadvicecentre@dmu.ac.uk

2 Programme Information for 3 Bachelor in Management 4 (Business Studies)

Programme Leaders and Introduction

At enrolment you will be allocated a Personal Tutor, who will be your first point of contact for any queries you may have. For further information on the role of your Personal Tutor, please see Part Two of this handbook.

The Programme Leader for the Degree is:

Julia Cook

**Room : HU5.82
Tel: 0116 2551551
Ext 6094**

jkcook@dmu.ac.uk

The Bachelor in Management (Business Studies) programme provides students with inputs from many developments and disciplines within the business context. These disciplines and philosophies have been combined together within the degree to provide students with a broad and coherent programme that provides an advanced general education for business. While providing students with a background in all areas of business, the programme contains enough flexibility to allow students the opportunity to specialise in certain areas, such as marketing or finance.

The programme not only leads to a degree qualification in its own right, but also lays the foundation for those wishing to obtain advanced qualifications.

The development of critical, analytical and intellectual capabilities are an important objective of the programme.

Each module in the programme has its own learning outcomes and students are directed to the Module Handbooks for further details. However, it is possible to state some generic course based outcomes.

The programme has been designed to achieve four key learning outcomes. At the end of the programme students will be able to:

Enter a business environment and possess the ability to function within it.

- Frame business problems and be able to offer alternative prescriptions.
- A progressive awareness of the key functional areas of business and how they may be contextualised.
- An appreciation of the inter-dependence of business disciplines that underpin real-world organisations.
- The development of a body of knowledge that reflects theory and concepts

The Programme Co-ordinator at Daly College Business School is:

Poojae Sethi Tel: 0731 -2702882

Email: poojae@gmail.com

Level 4 (Study Year 1)

Module_code	Module_title	Credit_value
ACFI1202	Introduction to Accounting	30
CORP1528	Global Business Issues	30
CORP1540	Quantitative Analysis for Business Decision	15
HRMG1202	Introduction to Work and Organisations	15
HRMG1203	Employability, Professionalism and Academic Study Skills	15
MARK1500	Principles of Marketing	15

Level 5 (Study Year 2)

Core modules:

Module_code	Module_title	Credit_value
CORP2165	Contemporary Management and Operations	30
CORP2181	Business Research Issues and Analysis	15
ENTE2167	Entrepreneurial Business Through Innovation Today	15

Choose 30 credits from the modules shown below:

Module_code	Module_title	Credit_value
ACFI2208	Performance Measurement in Organisations	30
MARK2313	Brand Management	30

Choose 30 credits from the modules shown below:

ACFI2206	Business and Finance Essentials	15
CORP2131	Business Economics	15
ECON2522	Financial Markets and Institutions	15
MARK2303	Buyer Behaviour	15
MARK2306	Marketing Communications	15
MARK2312	International Marketing	15

Please note: some of the optional modules at level 5 (above) are pre-requisites for modules at level 6 of the course.

ACFI2208 – pre-requisite for ACFI3217 International Developments in Accounting

Level 5 Marketing modules – pre-requisite for MARK3005 Retail Marketing, MARK3011 E Marketing.

Level 6 (Study Year 3 or 4 if placement year taken) – Bachelor in Management (Business Studies) delivered at De Montfort University

Module_code	Module_title	Credit_value
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e		lue
CORP3501	Strategic Management	30
CORP3502	Contemporary Business Issues	30
CORP3400	Strategy and Management Dissertation	30
The above modules are augmented by the following two 'zero credit' study support modules		
LBPG5016	Enhancing Research Skills	0
LBPG5013	Enhancing Business, Management and Personal Skills	0

Level 6 (Study Year

Please note that the programme curriculum is reviewed each year. Above is the structure as it stands for the 2016/17 academic session. Changes may be made in subsequent years to develop and enhance the course of study.

The Duration is 120 minutes.

Please note that assessment information is subject to change

Programme
Handbook
PART 2
Your Faculty and
University

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1.1 How to Find Staff Contact Details

There are two main ways to find contact details for academic and support staff (and faculty departments or university departments):

- Contact the **Faculty Student Advice Centre** (the **SAC**), located on the Ground Floor of the Hugh Aston Building (next to the Café entrance)

Telephone: (0116) 257 7243 **Email:** studentadvicecentre@dmu.ac.uk

Contact the **DCBS Office**, located near the entrance of the building

Telephone: 0731 2719006

The SAC and DCBS School office can check timetables for staff and provide you with their surgery hours, email addresses, room numbers, direct telephone numbers, as well as providing one to one support.

Contact Details of DCBS Staff

Sr.No.	Name	Contact Number	Email ID
1.	Dr. Sumer Singh	0731 2719046	principal@dalycollege.org
2.	Mrs. Poojae Sethi	9993027874	poojae@gmail.com
3.	Mr. Sumant Bhushan	9926574883	sumantbhushan.dcbs@gmail.com
4.	Mrs. Pratibha Chaurasia	9893334563	pratibhadc@gmail.com
5.	Mrs. Rajni Nagu	9826060622	rajnidcbs@gmail.com
6.	Dr. Shreshth Chhabra	9755066626	chhabrasonu@rediffmail.com
7.	Mr. Ratish Gupta	8223880006	ratish.dcbs@gmail.com
8.	Ms. Shruti Agrawal	9753335244	shruti.agrawal25@gmail.com
9.	Dr. Rinku Joshi	9893619520	dr.rinkujoshi83@gmail.com
10.	Mr. Mahesh Rasal	9826023133	maheshrasal@yahoo.com
11.	Mrs. Priyanka Singh	9993066673	priyankapanched@yahoo.com
12.	Mrs. Purnima Bhushan	9926501762	goodsbhushan.dcbs@gmail.com
13.	Mr. Nitin Badade	9827579849	nitinbadade@rediffmail.com
14.	Mr. A.K. Dubey	9755581145	



Login to *Blackboard* and click on *My Communities, Faculty of Business and Law* then *BAL Students*. Other useful contacts are listed here.

1.2 Attendance

Student attendance at timetabled sessions such as lectures, tutorials, workshops and seminars is expected and is, indeed, compulsory in certain cases. There is a proven link between student progress and performance and their level of attendance. The attendance level in a group also affects other members of that group as well as individuals who do not attend.

From Week One of your studies, your attendance is monitored by the Faculty in order to help students succeed in their studies and identify any problems with a view of offering help and support to get things back on track. You should always carry your DMU ID card with you as you may be asked to verify your identity as part of the attendance monitoring process.

The Faculty operates the university's attendance monitoring regulations (found in the *Handbook and Regulations for Undergraduate Awards*) and as such follows a formal system for dealing with student absence:

- Students are required to attend and engage with their studies in the manner dictated by the specifics of their programme of study. This policy applies to all taught students, undergraduate and postgraduate, at all levels of study.
- Unauthorised absence which causes concern to your Faculty will result in the following action:
 - The Faculty will contact the student regarding their attendance, and the student is required to respond to this correspondence.
 - If the student does not respond to this correspondence, their attendance does not improve and/or the student is not able to provide a satisfactory explanation for non-attendance further correspondence will be sent.

- Failure to respond to this correspondence will result in a final formal letter being sent to the student on behalf of the Faculty Head of Studies, failure to respond to this correspondence and/or continued unauthorised absence may result in a student's registration being terminated.
- This policy represents the minimum level of attendance monitoring required by the University. Faculties and individual programmes may set more stringent requirements. Where there is a Professional, Statutory or Regulatory Body (PSRB) requirement for attendance, the PSRB requirement supersedes the University requirement.
- Any student whose registration is terminated for non-attendance will be permitted to apply to re-join the University after a period of two years.
- Any student who wishes to appeal a Faculty's decision to terminate registration must do so in writing to the Student Appeals & Conduct Officer who will review the case to ensure proper procedure (as outlined above) was followed. The decision of the Student Appeals & Conduct Officer is final and not subject to review by any other University body.

Of course, we know that sometimes, absence may be **unavoidable** or for a good reason. In these cases it is vital that you contact either your **class tutor** (who may be able to give you an alternative class time to attend) or the **SAC** before the absence occurs (where at all possible). **At DCBS - in these cases it is vital that you contact either your class tutor / Programme Coordinator.**



Log into *Blackboard* and click on *My Communities, Faculty of Business and Law* to view the electronic version of your Programme Handbook, to see more details about student attendance and what to do if your absence is more long-term (e.g. for medical reasons).

IMPORTANT NOTE: Students must only sign a class register as themselves or swipe themselves into a class and never on behalf of another student. Signing or swiping in for another student could be seen as a fraudulent act (especially as attendance records are used to confirm your attendance with external agencies such as *Student Finance England* and the Home Office) and may be dealt with under the University's disciplinary procedures.

1.3 About Your Timetable

Each student has a personal timetable which is made available on Monday of Week One (the week after enrolment and induction) for new students and earlier in September for continuing students. It is available electronically.

Time Table at DCBS will be available on the main notice board and electronically on the DCBS official website.

Module Leader

The module leader is responsible for one complete module (subject studied on your programme) including its lecturers and tutors. The module leader will often be the person who performs lectures for that subject but might not be your tutor in the tutorials.

Programme/Course Leader

Each programme has a Programme Leader who will normally lead the welcome meetings in the induction and enrolment week. For joints honours programmes, a Course Leader is assigned for each of the two subject areas, e.g. Accounting and Law. You can go to your Programme or Course Leader with enquiries about the programme/course of study as a whole, e.g. if you are unsure about which module options to take or whether the programme/course is still suitable.

For any other academic matters, students should contact the SAC (ground floor of the Hugh Aston Building next to the café entrance) who will be able to direct you to the most appropriate person or procedure. At DCBS - students should contact the Module Tutor / Programme Coordinator.

1.6 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).

6 Section 2 Programme Structure and Management

2.1 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 the Bachelors in Management requires students to have completed **330** credits (**120** per level for year 1 and year 2, and then 90 credits at year 3) For and Honours Degree (such as the BA Hons Business Studies programme) students will need to complete 360 credits in total (120 credits at each year of study). 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 2016/17* 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.

2.2 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 (see Section 2.4). You will be contacted nearer the time with details on how to re-enrol. It is usually done on-line.



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.

2.3 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 Student Advice Centre 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 **Programme Leader** or the **Head of Studies** as soon as you have any doubts about your current programme. You can gain their contact details from the Student Advice Centre, ground floor of the Hugh Aston Building. If you decide to change they will give you the appropriate form to complete and sign and then advise you on the next course of action.

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.

2.4 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.



More information on programme boards can be found in the Chapter on 'Student Guidance and Scheme Management' in the **Handbook and Regulations for Undergraduate Awards 2016/17** which is found by logging into my.dmu.ac.uk and clicking on the DMU tab.

2.5 Student representatives and student feedback processes

Students are represented on Programme Boards. Student representatives are sought from each programme each year – your Programme Leader will ask for volunteers or nominations in induction and enrolment week.

At DMU, Business based programmes, student representatives are invited to Staff Student Consultative Committees and Programme Management Boards. At DCBS student representatives are selected through democratic process. Students who volunteer are selected on the basis of maximum votes achieved from his/her batch mates.

Students have other opportunities to give feedback about many aspects of their modules, programme or the university through module evaluation questionnaires (completed at the end of each module either on paper or electronically), programme/course level evaluation questionnaires (offered at the end of level 4 and 5) and, in the final year of undergraduate degree studies, the *National Student*

Survey or NSS (the results of which are published externally for each university in the country).



You can find out who the **student representatives** are (and contact them) for your programme by logging into my.dmu.ac.uk and clicking on the *course* tab.

7 Section 3 Assessment

3.1 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.

3.2 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.

3.3 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.

3.4 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.

3.5 Degree Classification Explained

Honours degrees (BA/BSc Hons) such as the BA (Hons) Business Studies programme 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

The Bachelor in Management (Business Studies) is known as a degree *without* honours, where students must successfully pass at least 300 credits.



To find out how honours degrees are **calculated** go to the Award Regulations chapter of the ***Handbook and Regulations for Undergraduate Awards 2016/17*** 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.

3.6 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 doing so 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.



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.

3.7 Handing in Coursework

All written coursework **MUST** be submitted as a hard copy to:

At DMU: Faculty Student Advice Centre (HU0.37)

At DCBS: Daly College Business School Office

between 9.00 am and 4.00 pm Monday to Friday

AND be submitted via **Turnitin**.



Instructions as to how to submit work via Turnitin and a *Guide to Interpreting your Turnitin Report* are accessed by logging in to *Blackboard* clicking on *My Communities, Faculty of Business and Law* and *Programme Handbooks*.

You must obtain a receipt from the Faculty Student Advice Centre for each piece of work, which you must keep as proof of submission until the work is returned. It is also imperative that you keep a copy of the work, either on disk or a photocopy and you must make a hard copy available on request.

Copies of all coursework must also be submitted electronically through Turnitin. This is carried out utilising the VLE system known as Blackboard.

Hard copies of work must be handed in AND electronic copies submitted to Turnitin by 4.00pm on the day the assessment is due. Until both versions have been submitted, assessment submission is incomplete. If either submission is later than 4.00pm on the assessment due date, then the late submission penalties (below) apply.

Policy for the unauthorised late submission of work:

Late submission up to and including 14 actual days after the submission date	15 or more actual days after the submission date
The work will receive a mark up to a maximum of 40%	The work will receive a mark of 0%

These penalties apply to any work which has not been submitted by hard copy AND electronically (via Turnitin) by 4.00pm on the assessment due date.

This policy uses actual days rather than working days (since a weekend and Bank Holidays would give students real extra days) and a single penalty for work that is handed in late, but up to 14 days late.

3.8 Extensions, Deferrals and Special Exam Arrangements

Extensions to Coursework Deadlines

It is expected that coursework deadlines will be met at all times. Only with prior consent of the appropriate Module Leader will, in exceptional cases, extensions to deadlines are given. In such circumstances, you must submit a '**Request for Extension to Coursework**' Form. You can collect this form from the Student Advice Centre, ground floor, Hugh Aston Building. Extensions are usually for a **maximum of 14 days**.

Deferrals

Deferrals effectively 'freeze' a grade so that the student has another opportunity to take a piece of work without penalty.

Deferrals are only granted for situations which can be described as '**crises**' or exceptional circumstances which could not reasonably be anticipated and which are of sufficient severity and duration to interfere with the production of assessed work. Examples which may result in an extension include illness of the student or the illness or death of a close relative.

To apply for a deferral, an **application form** and advice leaflet should be collected from the Student Advice Centre and returned to the **Faculty** (for **coursework** deferrals) or the **Student Gateway** (for **exam** deferrals). Deferral applications should be submitted **before** the work is due (or exam takes place) except for unavoidable, unexpected circumstances which may occur on the day. In these cases applications should be submitted as soon as possible afterwards. The Faculty and Student and Academic Services will both publish **deadline dates** after which deferral applications will not be accepted. **Please be aware that a large number of applications may be declined.**

If a student takes the exam or submits coursework then subsequently makes an application for deferral which is accepted, the deferral decision **overrides** any mark.

Special Exam Arrangements

Students requiring special conditions for formal written examinations should visit Student Services (ground floor of Gateway House) or the Faculty Disability Co-ordinator (ground floor of Hugh Aston) soon after the academic year starts to ensure that support is in place in time for the examination period.

Students are able to make an appointment with the Faculty Disability Co-ordinator by visiting My Gateway: <https://mygateway.dmu.ac.uk/>

3.9 Reassessment

Students who fail to achieve the progression or awards criteria (through failure or deferral of modules) at the June Programme Boards will usually be given the opportunity to take reassessment or deferral exams or coursework during August.



From July to September, **reassessment information** is available by logging in to *Blackboard*, clicking on *My Communities*, *Faculty of Business and Law* and *Reassessment*. Reassessment regulations are given in detail by accessing the ***Handbook and Regulations for Undergraduate Awards 2016/17*** which is found by logging into my.dmu.ac.uk and clicking on the DMU tab.

3.10 Plagiarism

Plagiarism is the verbatim (or very substantial verbatim) copying of another's work (whether an author, another student or any other person) without clear indication in the Programme work (i.e. linking the specific passages or quotations to its source) of the true origins of the material. It consists also of the submission of coursework which was not in fact wholly written by the student who is passing off the work as his own. Students assisting acts of plagiarism may be guilty of plagiarism also, and subject to penalty.

Please note that the University takes plagiarism very seriously. This is a very **serious matter** and can result in **reduction of the mark** awarded, a mark of zero or in extreme cases **exclusion** from the University.

Plagiarism is often the result of incorrect referencing. Please see the section on 'Referencing in Coursework' (3.5).

Sometimes, you might find that you work closely with a fellow student when preparing notes or essays. In such situations it is imperative that you actually write your essay on your own in your own words to avoid any possibility of either of you copying the work of the other. It is to be noted that those students who knowingly lend their work to others for the purpose of copying will be treated the same as those who copy. Copying or collaboration is treated as seriously as plagiarism. **All of these will be dealt with under the University's Academic Offences Protocol.**



You are advised to read about the definitions and penalties of academic offences by accessing the ***General Regulations and Procedures Affecting Students 2016/17*** which is found by logging into my.dmu.ac.uk and clicking on the DMU tab.

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 (known as JISC **Plagiarism Detection Software**) 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*.

8 Section 4 Support

4.1 Faculty Support and Personal Tutoring

o Daly College Business School

The Faculty members are available in their offices on the ground floor of the DCBS building. Faculty Members are available for support during surgery hours between 15:00 and 16:30 hours Monday to Friday.

o Student Advice Centre (SAC) At DMU

Where we are and what do we do?

The Student Advice Centre is located on the ground floor of the Hugh Aston building (0.37) next to the Café. The primary function of the Centre is to provide advice on a wide variety of student issues as well as take in coursework.

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 numbers**, **email addresses** and **surgery hours** of 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! Although we do not offer counselling we do have a separate room available should your problem be of a private or confidential nature and we are able to refer for any necessary help or support.

Opening hours: Monday to Friday 9.00am – 4.45pm
(During term time the SAC is open from 9.00am – 5.45pm on Tuesdays and Thursdays)

Please note that the deadline for handing in coursework at the Student Advice Centre is 4.00 pm. If you wish to submit coursework before the day of your deadline you can do so up to 4.45pm, after this time your next opportunity to hand in coursework will be the next working day.



More information and details of the staff working in the SAC are available at the on-line SAC accessed by logging in to *Blackboard* clicking on *My Communities, Faculty of Business and Law* and *BAL Students*.

● IT Suite

● At Daly College Business School

The computer facilities are available in the computer centre located on the first floor of the DCBS building. The System Administrator is **available between** 09:30 – 5:00, for support and guidance. The campus has **Wi-Fi** and the internet can be accessed anywhere in the campus.

Almost all of your assignments will need to be submitted in a typed or word processed format, and many of the modules require the use of information technology.

● At DMU

Computer facilities are available within the Faculty building in the **Atrium** and on the **second floor**. The main Library also has large computer labs.

The first time you use any computer system your user name will be your DMU ID number (P number) and your default password will be your date of birth (in the format DD/MM/YY). You should change your password (to a unique and memorable combination of at least 8 characters – one of which must be a number) as soon as you have logged in. This will protect your account.

Do not tell or let anybody use your Logon account. If people know it, they can get access to your personal information and financial details. Students are also responsible for any activity conducted using their Logon accounts.

Further details for students with regard to equipment available for presentations and purchasing extra printing credit can be found on notice boards in the Faculty Computer Suites.

Please also see the section on 'Computing and Information Technology' in 'The University Handbook for Students' (ASK handbook).

Please note that improper use of the computer facilities or sending of offensive e-mail constitutes a disciplinary offence, which will lead to exclusion from the computer labs and potentially from the University.

Please note: the computers will SHUT DOWN 15 minutes before the building closes!

Students	Building/Room	Open Monday - Friday	Opening times
All Business and Law Students	Hugh Aston Building (5 labs on 2 nd floor)	Term-time During Vacation	09:00 – 20:45 09:00 – 18:45
All Students	Extensive IT facilities are available via the Library Services in Kimberlin Library during term time. Opening times and more details about the library facilities available can be found at www.library.dmu.ac.uk		
Please be warned that times are liable to change. You should check notice boards/website for the latest information.			

● MyDMU/Email/Blackboard

MyDMU

MyDMU is your personalised portal to 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 (or subjects) that you are enrolled on, the names of your personal tutor and student representative and, at certain times of year, your assessment results.

Using your university login details (see previous section) 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. You are encouraged to make this **your main e-mail account** whilst studying at the University. **All correspondence from the university will be sent to you at this email address.** If emailing staff, for example your module tutor, you must only do so using your University email account. The address is your P Number (including the P) followed by @email.dmu.ac.uk, e.g. P10234567@email.dmu.ac.uk. You should also email the university using this account as we can then validate your identity.

At DCBS your official email address will be dcbs16full[name@gmail.com](mailto:dcbs16fullname@gmail.com) (dcbs year of joining followed by full name) e.g. dcbs16kunalsharma@gmail.com, which is created during the induction week. **All correspondence will be sent to you at this email address.**

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 and exercises to supplement formal, face-to-face teaching. You will also submit work through *Turnitin* (see Section 3 for more information) via the specific module Blackboard sites.

Your Password

You can change your password at the web address <https://password.dmu.ac.uk/pwm>. A link to this address is also on the MyDMU site. You should also set up and use the Password Self Service so that if you cannot remember your password, you will be able to reset it yourself. There is a link to the password self service page on the MyDMU student portal and Blackboard.

Please note that the University now uses a 'single sign on system' which means that your user name and password is the same for your myDMU, email, Blackboard and Athens accounts.

o Faculty Support via Personal Tutors

Personal Tutoring

At DMU, undergraduate Business and Law students will be introduced to their Personal Tutor during the first two weeks of term in the form of either a small group meeting or as part of a module class. Students will also have meetings arranged during week five or six and weeks 21 or 22 **OR** receive integrated, timetabled personal tutoring as part of their module classes.

This meeting pattern will continue into the second year of study (level 5) and during final year students will have formal, timetabled large group meetings in weeks 3 or 4 (with the Head of Studies) and then in weeks 7 or 8 and 21 or 22 with their subject leader and/or personal tutor. All of these meetings will be timetabled and students are expected to attend (this will be monitored). They will cover important issues which will aid students in their studies and help them to achieve success.

Outside of these formal, timetabled meetings students will also be able to visit or contact their tutor when needed throughout their studies.

At DCBS, the personal tutoring system is similar to the one followed by DMU. **Besides** arranging formal meetings students are encouraged to meet and discuss any issues with their personal tutors.

Over leaf is a table showing the responsibilities and expectations of both the personal tutor and students. Students should read this carefully and ensure that they are engaging fully in the personal tutoring process.

Personal Development Planning (PDP)

Personal Development Planning or PDP is an integral part of the curriculum and the personal tutoring system for all students. Embedded within all programmes will be an element of personal development planning which could take many forms for example reflective work, enhancing a CV, skills assessment. Some of the main objectives of PDP activities are initially to help to support student transition into Higher Education; along with the acquisition and development of university-level academic skills and later to actively develop and strengthen students' CV profiles to ultimately prepare them for life after university.

PDP activities delivered through the curriculum (in Tutorials, workshops, seminars etc) will be recorded so that they can be discussed during meetings between students and personal tutors.

Personal Tutor Responsibilities and Expectations	Students' Responsibilities and Expectations
Provide reliable, timely and consistent advice and guidance on academic and pastoral matters, referring tutees to University specialists if required.	Actively engage with their Personal Tutor and attend agreed tutorials.
Support and help develop students' Personal Development Plans, advising students on the importance of developing academic and employability skills, including work and international experience opportunities.	Participate in Personal Development Planning to develop academic and employability skills. Students should also review their academic progress with their Personal Tutor, and should follow up any opportunities identified for further academic development.
Provide tutees with advice to help maximize achievement and outcomes, and where necessary explain options available regarding resits and progression.	Seek support relating to specific programme and assessment issues from the appropriate module team. If additional support is required, this is available from CLaSS, Careers and Employability, or other specialist student support.
Meet with first year students within the first three weeks of the commencement of their studies and monitor their attendance at Personal Tutor meetings. Be proactive in arranging to meet with students at least once a term in a group or one-to-one.	Treat timetabled group or one-to-one tutorials as high priority and note that attendance is mandatory and will be monitored. Agree arrangements for any one-to-one meetings with their Personal Tutor as necessary, and attend as agreed.

Advise the programme leader of any programme related issues highlighted in tutorials having regard for confidentiality in relation to individual tutees; offer a signposting service to Student and Academic Services and to DSU activities, including sports, societies, media and volunteering.

Students should (subject to their right to privacy) identify issues to their Personal Tutor which could influence academic, personal or professional progress; where appropriate access to counselling and life coaching offered through Student and Academic Services or DSU will be provided.

Operate the faculty system and keep Personal Tutor records in accordance with published university protocols.

Read and understand the relevant regulations, policies and procedures that apply to their programme of study, as specified in their course handbook.



More details of Personal Tutoring and PDP can be found on Blackboard under ***My Communities/Faculty of Business and Law/BAL Students/Personal Tutoring.***

Faculty Support

The personal tutoring scheme is an important part of the wider student support and information systems available to you within the faculty. Details of the other support are outlined later in this Handbook and summarised on the diagram below.

Faculty Based Disability Support

We are committed to supporting our disabled students at all levels of study. We can work with you to ensure that you are being enabled to engage with all aspects of your academic programmes.

Making early contact is essential. The sooner we know what support you need the sooner we can help to arrange it.

Disabilities

We have students within the Faculty with a wide range of disabilities including epilepsy, arthritis, MS, diabetes, Asperger's and many others. We also have a number of students with a Specific Learning Difference (SpLD) including: dyslexia, dyspraxia, dyscalculia and dysgraphia.

Many of our students do not identify as 'disabled'. However their condition or SpLD may have an impact on some aspects of their studies and therefore be disabling (this is why we use the term 'disabled').

Mental Health

If you have a mental health condition you can access support through the Mental Health Inclusion Team in Student Gateway. The role of the team is to offer support to students whose mental health difficulties could be or are having an effect on their studies. You can arrange an appointment with the Mental Health Inclusion Team by visiting Student Gateway, calling 0116 257 7608, 0116 207 8789 or emailing mentalheathadvice@dmu.ac.uk

DSA

We are keen to ensure that all of our disabled students know about the support available and how to access it; this includes Disabled Students' Allowances (DSAs) funding from the Government. The Disability Advice and Support (DAS) team, in the Student Gateway, can help you with an application if you have not already made one.

Important deadlines

If you are entitled to extra support in your exams you must make sure that you fill in your Individual Exam Arrangements form before the deadlines set by the Examinations Office. For students on postgraduate, distance learning or semester based programmes you must ensure that you fill this form in six weeks before your first exam. The DAS team can also help with this.

Contacts

At DCBS: Programme Co-ordinator Poojaj Sethi 07312 702882

Faculty Disability Officers (Jo White and Sarah Stirk)

T: (0116) 257 7264 (Monday & Tuesday) 0116 257 7752 (Wednesday-Friday)

E: baldisability@dmu.ac.uk

You can make an appointment with the Faculty Disability Co-ordinator by visiting My Gateway: <https://mygateway.dmu.ac.uk/>

Disability Advice and Support (DAS), Student Gateway

Ground Floor, Gateway House

T: (0116) 257 7595

E: disability@dmu.ac.uk

4.2 The Student Gateway dmu.ac.uk/studentgateway

The Student Gateway is an accessible and welcoming integrated reception for all non-academic student enquiries.

- The Student Gateway offers a full range of information, advice and guidance services, including:
- Pre-bookable and drop-in one-to-one appointments that are designed to give you a quick and effective response to your queries from trained and professional advisors.
- To order and collect your student ID card , Council Tax Exemption Certificate or bank letter
- The details of the teams located in the Student Gateway are outlined below.

The Student Gateway
Ground Floor, Gateway House
T: 0116 257 7595
E: studentgateway@dmu.ac.uk

Opening Hours
Monday – Friday: 9 am to 5 pm

Please note that opening times may vary so please email studentgateway@dmu.ac.uk for details if you are planning to visit outside the core hours of 10.00 – 4.00.

The Student Gate comprises of:

- **Student Finance and Welfare** dmu.ac.uk/student-finance

At Daly College Business School contact the DCBS office 0731-2719007

At DMU The Student Finance and Welfare team offers:

- Information, advice and guidance on student funding, including: tuition fees, scholarships and bursaries
- Liaison with Student Finance England / Student Loans Company
- Administration of the student funding processes
- Operation of the Access to Learning Fund (ALF)
- Advice on budgeting and money management
- Designated contacts for care leavers and estranged young people.

T: 0116 257 7595
E: sfw@dmu.ac.uk

● **The Cashier's Office**

The Cashier's Office offers the following services:

- Enquiries relating to any charges, amends to accounts and possible refunds
- Making Payments for tuition and accommodation fees, sundry items such as replacement ID cards and field trips etc.
- Information on the University's payment policy and payment options

● **Disability Advice and Support** dmu.ac.uk/disability

The Disability Advice and Support (DAS) team works with applicants and current students with a wide range of physical and sensory disabilities, medical conditions and Specific Learning Differences (SpLD). DAS provides help for students to manage the effects of their disability on their studies and ensures that disabled students know about the support available and how to access it, including the Government's Disabled Students' Allowances (DSAs).

T: 0116 257 7595

E: disability@dmu.ac.uk

At DCBS : 0731 -2702882

Email: poojae@gmail.com



Mental Health Inclusion Team dmu.ac.uk/mentalhealth

The Mental Health Inclusion team work with students to offer professional advice and support in relation to mental health difficulties. The team are able to assess the student's needs and offer the appropriate intervention. This may include practical advice on how to manage mental health difficulties, short term interventions, recommendations for adjustments under the Equality Act and assistance in applying for the Disabled Student Allowance (DSA) where longer term support may be required. The overall aim is to assist students to reach their full potential at university, improve their employment prospects, and promote emotional wellbeing.

T: 0116 257 7595

E: mentalhealthadvice@dmu.ac.uk

At DCBS:: 0731 -2702882

Email: poojae@gmail.com



Counselling and Wellbeing

dmu.ac.uk/counselling

Counselling develops insight, helps to put effective life strategies in place and builds personal resources and resilience. It brings about change to help wellbeing, functioning and study effectiveness.

Life coaching (face to face or email exchange): Enhances potential and develops life and employability skills. Life coaching can help you develop ways of being more assertive, confident, organised and positive.

Self help: Resources and information to help your wellbeing for example e books, videos, information and useful websites.

T: 0116 257 7595

E: counselling@dmu.ac.uk

At DCBS : 0731 -2702882

Email: poojae@gmail.com



International Student Support

dmu.ac.uk/international

The International Student Support team provides ongoing specialist support, including advice and guidance on issues such as working in the UK and opening a bank account, as well as lots of general information about living and studying in Leicester.

T: 0116 257 7595

E: Internationalsupport@dmu.ac.uk

At DCBS : 0731 -2702882

Email: poojae@gmail.com

*Advice and assistance on immigration issues is provided by the **Student Union's Welfare and Education Team** who are based on the first floor of the Campus Centre building. The team can also assist you in applying to extend your student visa. Call in for an appointment or telephone (0116) 257 6307.*



Careers and Employability

dmu.ac.uk/careers

Our Careers and Employability team offers information, advice and guidance on managing your career before, during and after your course. We offer:

- one-to-one career coaching as well as group sessions, often co-delivered with a range of graduate employers
- advice on updating your CV and promoting yourself to potential employers
- support for doing a placement as part of your studies
- interview skills or psychometric test practice
- employment opportunities

T: 0116 257 7595

E: careers@dmu.ac.uk

At DCBS : 0731 -2702882

Email: poojae@gmail.com



Academic Support Office

For information and guidance relating to student complaints, academic appeals, academic offences and deferrals please refer to – dmu.ac.uk/ASO.

At DCBS – contact the Programme Coordinator

4.3 Other University Services and Support

- **Kimberlin Library**

Our role is to support learning, teaching, research and scholarship across the University.

We do this by enabling access to a wide range of information resources (print and electronic); providing a variety of learning and study environments; and offering services which support the development of learning. We also have responsibility for the University's Archive and art collections.

The main Kimberlin Library is open 24 hours a day Monday to Friday (during term-time) and also has extended weekend opening hours. We have a bespoke Law Library in the Hugh Aston building. Many of our resources and services are accessible 24 hours a day via the Internet. Our Learning Zones provide spaces for group and individual work, and are equipped with workstations (PC and Mac), power for laptops, plus bookable syndicate rooms with plasma screens, whiteboards and DVD facilities. There are over [500 networked PCs](#), providing access to a wide range of databases, e-journals, the Internet and email, as well as to applications such as word processing, spreadsheets and Adobe Creative Suite, with printing, scanning and copying facilities incorporated.

Our [Just Ask](#) service provides help and information via email and telephone, and is the main contact point for general enquiries about our services and resources. Additional contact details for specific teams and individuals may be found in the "Contact us" section of these pages, including details of [subject specialist for faculty support](#).

As well as our general library provision, the Department also offers the following specialist services and facilities:

- [The Centre for Learning and Study Support](#) (CLaSS) supports students at all levels to develop the skills they need to study effectively and improve their grades.

- [The Maths Learning Centre](#) (MLC) provides workshops and drop-in sessions to support anyone needing help in understanding any kind of Maths and Statistics.
- Our [Archivist](#) is responsible for managing and maintaining the University's archives and special collections, which are housed in a discrete area of the Kimberlin Library.
- [The Disability support team](#) is available to provide assistance to users with a disability, specific learning difference such as dyslexia, or medical condition that affects their ability to study.
- [DORA](#) (De Montfort Open Research Archive), an open access repository of DMU's research outputs.
- The **Art Collections** Co-ordinator is responsible for maintaining the inventory of the University's cultural assets and facilitating the repair and hanging of works.



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.

For students studying **Law** there is also a Law Library on the first floor of the Hugh Aston (Faculty of Business and Law) building.

- **About DCBS library**

- The Daly College Business School Library combines the best of scholarly tradition with modern facilities and services that support both quiet study and social learning. Situated on the first floor of DCBS building it serves as an indispensable partner in study, teaching and research. Our Library connects students and scholars to the world of information and ideas with a daily commitment to excellence and innovation.
- We select, organize, protect, provide and teach access to resources that are relevant to our program. A wide range of formats are collected and shelved within the general and focussed collections.
- Students and faculty members have access to Library e-resources **including e-journals** and databases in addition we currently store more than three thousand six

hundred and seventy books, forty Magazines and Journals and has the potential to store more.

- The Library has two basic types of membership Staff and Students. It provides access to Library e-resources, borrow Library materials (different loan periods and limits apply for Students and Staff), use of Library computers.
- The Library also works to help faculty members incorporate information competency skills into their curricula.
- We also welcome suggestions from students and faculty members for titles to consider purchasing.
- The goal for all policies in the Library is to further excellence in the collections and services we offer and to create an environment that is welcoming and productive for our users.

- **DSU (De Montfort Students' Union)**

DSU (De Montfort Students' Union) is based in the Campus Centre. During Induction Week students are introduced to a member of DSU staff (in the *Introduction to University Life* session) and are encouraged to visit the Campus Centre to gain information on the clubs and societies existing at DMU. DSU's mission is:

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

Central and Core to all of our work are the values of Community, Democracy, Fun, Growth, Quality.

Every De Montfort University student is automatically a member of the Students' Union.



Visit demontfortstudents.com for more information on events and support available through DSU.

• Queen Elizabeth II Diamond Jubilee Leisure Centre

DMU's brand new £8 million leisure centre provides our students, staff and members of the public with state-of-the-art facilities including:

- A 25 metre six lane swimming pool;
- Poolside sauna;
- Climbing wall;
- Eight court sports hall;
- Fitness suite;
- Free weights area;
- Dance studio;
- Café.

A comprehensive programme of [classes](#) is also held at the centre and will cater for all users from beginners to advanced.

Opening times

Monday to Friday 7am-10pm

Saturday 8am-6pm

Sunday 9am-6pm

The Queen Elizabeth II Diamond Jubilee Leisure Centre

50 Duns Lane

Leicester, LE3 5LX, UK

Telephone: +44 (0)116 250 6400

Email: leisure@dmu.ac.uk

● Health and Leisure facilities at Daly College Business School

Health of the students and the staff has always been of prime importance for the institute. The institute has the facility of a residential medical officer and a team of nurses that are available 24X7. An ambulance is also available in case of emergencies. Minor ailments are taken care of instantly with a first aid facility readily available at DCBS itself.

DCBS provides an array of leisure facilities for the students; there are games, sports and various other activities through the year. DCBS has been hosting an inter-collegiate cricket tournament for the past **five years**. It is a much liked and popular event amongst the leading management colleges of Indore.

The institute shares the games facilities and the grounds with the Daly College. DCBS students can avail from a range of sports facilities such as squash, tennis, football, cricket and swimming at stipulated time slots.

Each year DCBS hosts its management fest Utopia, which is very popular among the student community in the city. This is a pure edutainment! Students have the opportunity to interact, mingle and compete with more than a dozen local management students from the city. It offers a wide range **of activities** ranging from management quiz, portfolio management, a fun – takshri, face painting and tee – shirt painting competitions, creative rangoli contests, cooking competitions, prove your mettle – which is a hurdle and multiple cross – country challenge race, fete – encouraging students to put up stalls and showcase their skill and business acumen, spontaneous thinking and action through spontaneity games and Brand mime show – which is a mix of brand awareness and miming to add pep to the event.



Visit dmu.ac.uk/about-dmu/about-dmu.aspx for more details about facilities, membership and sports clubs.

- **Bookshop**

The university bookshop is based on the ground floor of the Hugh Aston Building. It is open from 9.00am until 5.00pm each weekday and stocks core texts and some of the other books on your reading list (available from module leaders at the beginning of term).

- **Health Problems and Personal Problems**

The Student Health Centre De Montfort Surgery is an NHS general practitioners' surgery which provides medical care for students and some local residents.

To register with the surgery you just need to pop into the surgery to fill in some forms.

You can order prescriptions or book appointments online – see staff at the surgery to obtain a password.

Opening hours: 8am-5pm weekdays

Late surgeries until 8.45pm Mondays and Wednesday

100 Mill Lane

Leicester LE2 7HX

Telephone: (0116) 222 7272 **Website:** demontfortsurgery.co.uk

It is important that you register at the Health Centre as soon as you have enrolled on your course. DO NOT wait until you are ill before trying to register!

Personal Problems:

If you have **personal problems**, as well as informing someone in the Faculty (as noted above) you can ask for help and advice from the **Student Gateway** who offer **welfare and counselling services**. Contact details are given near the beginning of this section. If you feel you need to speak to someone out of hours, you could try **Nightline**, a confidential overnight student support line that runs from 8pm-8am

Nightline:

Telephone : +44 (0)116 223 1230

Email: nightline@le.ac.uk or nightlineleicester@hotmail.com

Website: <http://leicesterunion.com/groups/nightline--2>

DMU Security Telephone: +44 (0)116 257 7642

9 Section 5

Opportunities/Activities

5.1 Work Placement

Most Business and Law students have the opportunity to undertake a 12 month paid business placement (taken after the second year of study)*.

Why consider a 12 month business placement? Here are some of the benefits:

- Better academic performance in your final year – you are more likely to achieve a 2:1 classification or higher;
- Invaluable employment experience – it is what employer's want;
- A great CV with a much wider range of transferable skills;
- Better job opportunities – often including job offers from or accelerated entry to graduate training programmes;
- You will learn how to search the job market and perform well at interviews and assessment days – which will allow you to concentrate on your studies in your final year;
- Our students really enjoy their time in industry and believe it is the best decision they ever made.

The Work Based Learning Unit (WBLU) based in the Faculty of Business and Law, has a specialist team of staff experienced in dealing with the placement process. The team fully supports you during your placement search. It offers you help and advice including one-to-one CV guidance, placement briefings, company presentations and workshop sessions to guide you through the placement application and interview process. We also fully support you whilst you are out on placement.

The WBLU advertises a large number of placement opportunities throughout the year across all business functions including Marketing, Project Management, Finance, HRM, Retail, Sales and Operations. Amongst the hundreds of organisations offering placement opportunities are IBM, Porsche, Pirelli, Microsoft, NHS Trusts, Hays, Walt Disney, Caterpillar and HM Treasury. Alongside large multinationals, smaller companies also offer excellent opportunities and give students the chance to gain a real insight into all aspects of business. The WBLU continually seeks out new employers with challenging roles for our students.

The Business School offers formal recognition of the placement year. On successful completion of the placement portfolio you will be awarded the Certificate in Work Based Learning (Pass, Merit or Distinction) which enables you to graduate with a sandwich degree.*

You can register your interest to find out more in the following ways:

1. At re-enrolment, during your first year, you will be asked to tell us if you are interested in undertaking a placement;
2. You can contact the WBLU team directly during your first year and express your interest. Contact details are below;
3. The WBLU will also contact you via your DMU email account, during your first year, to ask if you are interested in finding out more.

Once we know you are interested you will then be invited to attend our placement briefing sessions which will take place at the end of your first year and also at the start of your second year.

If you have any questions regarding the placement process please contact us in the Business School's Work Based Learning Unit:

Email: businessplacements@dmu.ac.uk

Tel: 0116 2078240

**Placement is a compulsory, integrated element of some programmes and offered as an option on all other programmes.*

5.2 Employability

Our Faculty based Careers and Employability Office is part of the Student Gateway but is located on the ground floor of the Hugh Aston Building (see section 4 for more information about the services provided). At various times of the year we will organise Careers talks, Employer visits and Employability events. You will be notified of these by email and Blackboard.

You can also make an appointment with one of our Employability Officers by visiting the Hugh Aston Reception.

5.3 Campus Enterprise Opportunities (CEO)

Activate your idea!

Make your move into starting or running your own business easier and more successful with Campus Enterprise Opportunities (CEO). Whether you have an interest in enterprise or a launch ready idea, CEO provides you with endless free inspiration, connections, knowledge, resources and support.

- Gain information and increase your knowledge with the **Start-up Sessions**
- Inspiring all ideas with the **Business Venture Competition**
- Receive expert assistance and support with the **Start-up Surgery**
- Start or run a business during your placement year or immediately after graduation with **Enterprise Inc**
- Find a home for your business in the **Hot Desking Unit**

If you would like to receive regular email updates about CEO please email ceo@dmu.ac.uk or call (0116) 2078914.

N.B De Montfort University can accept no responsibility for any debts or legal problems associated with new business start ups generated as a result of the CEO service or that of the Faculty of Business and Law.



To find more information about CEO's events and activities visit www.dmu.ac.uk/ceo

5.4 Studying Abroad

Erasmus Student Exchange

Students registered on some Law degrees or any Business Single or Joint Honours Degree at the Faculty of Business and Law currently have the opportunity to study in one of the 31 countries that are members of the European Union (EU) or European Economic Area (EEA). This opportunity is available through the European Commission's ERASMUS exchange programme.

On many programmes, it is even possible to gain a degree from your chosen partner University under dual-degree agreements that may exist between the two institutions and in the majority of exchanges, the language of learning will be English.

Under the Erasmus agreement, students spending a full academic year on an Erasmus exchange do not pay fees for that year, but that is not the main reason for taking this opportunity. Here are some of the real benefits that you will gain by taking part in the Erasmus programme:

- ✓ Employability - stand out in the job market
- ✓ Improved language skills
- ✓ Financial support - students receive a grant and have their UK tuition fees waived if they go for a full academic year
- ✓ Institutional support through Erasmus Co-ordinators
- ✓ Formal recognition of the study period or work placement on their degree transcripts
- ✓ New set of life-skills not taught in the lecture theatre
- ✓ Discovery of a different culture
- ✓ Acquisition of an international perspective

- ✓ Access to a wider range of subject areas
- ✓ Motivation, independence and confidence
- ✓ International network of friends and a fantastic experience

All students, regardless of their nationality, are eligible to participate in this programme, although students from outside the EEA/EU or Switzerland will need to research their own visa requirements.

Students may also take advantage of the **Erasmus Intensive Language Courses (EILC)** offered by universities across Europe. It is an opportunity to improve your language skills before you start your Erasmus period. EILC are not offered in France, Germany or Spain. However these countries might offer their own language courses for visiting students.

You may be eligible for an additional month of the Erasmus grant if you participate in a pre-sessional, in-country language course (both EILC and non-EILC languages) and the language is not a part of your degree course.

In addition to the Erasmus programme the Business School also has exchange programmes with two US universities – the University of East Carolina and Georgia College & State University. Places at these institutions are strictly limited and likely to be competitive and will need to be fully funded by the student as they do not qualify for the Erasmus grant.

A limited number of places are available each year and for further information contact:

Dr Robert Webber

International Exchange Programmes Co-ordinator

HU5.84, ext 8227

Email: bwebber@dmu.ac.uk

Section 6 Health and Safety and Legal Issues

6.1 Health and Safety

Fire and Emergency

If you discover a fire or other similar emergency you should raise the alarm by activating the nearest fire alarm point and then follow the procedure outlined in the Emergency Information notices. These are the blue and white notices posted in plain view throughout University buildings.

If you hear a fire alarm, which is a continuous sounding alarm, you should leave the building by the nearest exit and as quickly as you can. Follow the route marked by white arrows on the green signs displayed above doors and on walls. This will take you to the nearest exit. Do not leave by the door you entered the building unless it is the shortest route. Go to the Assembly Point shown on blue and white Emergency Action posters displayed near fire alarm call points. Staff will direct you, if necessary, to the Assembly Point.

You should not re-enter the building until told to do so. Please do not leave the Assembly Point until the building has been checked to ensure that everyone has escaped safely.

Fire doors and portable extinguishers are crucial elements in fire prevention and should not be misused, nor should fire doors be wedged open.

In Academic Buildings the Fire Alarm is tested at approximately 8.55am on Monday mornings. The sounder will ring for about a minute. You do not need to take any actions. If the sounder continues to sound, leave the building. If the test is at a different time then notices will be displayed.

Do not use the lift in an emergency. The lift shaft acts like a chimney and in a power failure you might be trapped.

Disabled Access/Escape

In an emergency those with disabilities may not be able to evacuate by means of the stairs or may be slow in evacuation. In the interest of your own safety, if you have limited mobility go to the staircase and wait either on the stairs or in the protected lobby at the entrance to the stairs until it is safe for you to use the stairs without danger from other users.

If you are a wheelchair user, wait in the designated Refuge by, or on, the stairs, with a member of staff or a colleague. A member of staff will report your location to the Building Evacuation Controller who will arrange for you to be taken down the stairs on an Evacuation Chair. Fire doors will provide at least 30 minutes protection from a fire. Most refuge areas now have phones that you can use to communicate with

those taking charge of the evacuation. If you would like to arrange for a practice in the use of the Evacuation Chair ask your tutor or programme leader to arrange this with the Faculty Disability Coordinator/Faculty Health and Safety Coordinator or one of our Student Support Officers with key responsibility for disability.

You may be required to attend a meeting with the Faculty Disability Coordinator or nominee to complete a Personal Escape and Evacuation Plan or PEEP. If you have a disability or medical condition that might impact on your ability to evacuate any of the University's building you should discuss this with the Faculty Student Support Officers.

Do not forget that your circumstances may change during your studies – you might have a fall or sports injury etc – please ensure that you discuss any such issues with the Faculty Disability Coordinator or your Programme Leader.

First Aid

If you become ill, or sustain an injury whilst on campus, there are trained first-aiders who can assist you. The names and locations of first-aiders are displayed on the green and white First Aid posters throughout the campus. If you are in the Hugh Aston building you can also go to the **Main Reception** or the **SAC** who will try to contact a first-aider for you. **At DCBS – you can contact the Main Office.**

Accidents

If you are unfortunate enough to be involved in an accident on University premises (including sports injuries), you should report it as soon as possible to a member of staff.

It is essential that any accident which results in a student attending hospital is reported to the Health and Safety Department without delay.

You will be asked to co-operate in completing a green Accident Incident Report Form which will assist accident prevention and meets the University's legal obligations.

Please help us by reporting unsafe conditions e.g. broken paving slabs – we can then take action to prevent accidents.

Children

In general University buildings are not designed for use by children. In the interests of safety they are not normally permitted to enter buildings. If permission is given it is important that children visiting the campus are kept under close supervision at all times.

ID Cards

Your University ID card should be carried at all times within the University. You may be asked to produce it at any time whilst in campus buildings.

Smoking Policy

The University operates a smoking policy which prohibits smoking both in University buildings and within a ten metre distance of such buildings.

Food in Class rooms

Students are not permitted to consume food and drinks in classroom facilities.



New students: please see the H&S e-induction module offered within the student e-induction portal.

6.2 Legal

o Insurance

The following is a brief outline of the University's Insurance arrangements as they affect students:

Personal accident

There is no personal accident insurance for students who are injured whilst at the University, which means that there is no automatic compensation for such injuries. However, we are insured to cover our legal liability for claims made for damages as a result of an injury to a student caused by the negligence of the University or its employees. Students should therefore be strongly advised to arrange their own personal accident cover.

External visits and placements are in much the same situation. Personal accident insurance cover is not arranged, but we do carry insurance to cover the liability of the University and its employees for claims made on it, due to the action of students whilst visiting or being employed by external organisations. However, there are circumstances when the University may not be liable; for example, where students engage in unreasonable acts or deliberately disregard instructions.

Firms, etc which students are visiting or to which they are attached, should have both Public and Employers' Liability Insurance in place to cover their liability for negligence in the event of a student being injured. It is recommended that this aspect be checked before placements or visits are arranged.

Personal property

The University does not accept liability for loss and/or damage to personal property, and students should be encouraged to make their own insurance arrangements in this respect.

Vehicles

The University does not accept liability for third party claims arising out of the use, by students, of their own vehicles for course visits and travel between campuses. Individual insurers must therefore be informed and policies adjusted to reflect vehicle use outside the standard 'social and domestic' cover.

● Equal Opportunities

The University is committed to operating clear procedures that apply equally and fairly to everyone.

The University seeks to implement and sustain equality of opportunity throughout all aspects of its work and to ensure that no person suffers unfair treatment.

Complaints and appeals will be dealt with fairly and efficiently and in accordance with clear procedures. The Students' Union offers independent advice and, where appropriate, representation for students concerned with complaints, appeals or disciplinary procedures.