



**DE MONTFORT
UNIVERSITY
LEICESTER**



COLLABORATIVE PARTNER PROGRAMME HANDBOOK [2023-24]

Programme title	Business Management N1N260 – LEVEL 5
Level	Undergraduate
Award	Bachelor in Management (Business Studies) BA (Hons) Business Management
Mode of study	Full-time
Location/s of delivery	Daly College Business School, Indore Level 4 and Level 5 De Montfort University at Level 6
DCBS: Programme leader	Name: Dr. Rinku Joshi DCBS Office location: Residency Area Email address: rinkujoshi@dcbsindia.org Phone number: 91 9893619520
DMU: Link Tutor	Martin Morgan-Taylor (DMU)

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This handbook is correct at the time of writing and may be subject to change. Throughout your studies, to ensure you have the most up to date information, you should always consult the online version of this handbook held on the Virtual Learning Environment/Blackboard.

Published by:
Partner Institution address:
1, Residency Area
Indore- 452001
M.P. India

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1: Welcome and Introduction

Welcome to DMU and the Faculty of Business and Law (BAL)

Three years of studying lies ahead of you, and we sincerely hope that they prove exciting and memorable. You certainly have reason to hope so!

Studying for a degree is rigorous, challenging yet very rewarding. We emphasise deep learning, but we also want to prepare you for the workplace after finishing your degree, by teaching you a range of transferable and practical skills.

At DMU we really are proud to be different and there are a whole range of exciting opportunities available to you. You will learn with renowned academics and have numerous opportunities to try new things and become immersed in the real world through DCBS's connections with industry. In the early days of your first academic year, you may feel uncertain as well as excited, but you will soon settle into the rhythm of the academic life!

We really like to hear from you, particularly on your experience as a student. Please get in touch with your Programme Leader at DCBS, if you need help, guidance or support.

I would like to take this opportunity to wish you the very best in your studies with DMU! We are delighted that you have chosen to study with us.



Dr Leanne de Main
Deputy Dean
Faculty of Business and Law

Welcome to Daly College Business School, from the Director, DCBS

Dear Students,

Daly College Business School (DCBS) offers an internationally acclaimed undergraduate management degree of Bachelor in Management (Business Studies). You are fortunate to study this undergraduate twinning degree affiliated with a foreign university in the UK. This course is duly approved by AICTE in India.

DCBS in collaboration with De Montfort University, UK provides a unique opportunity to all Indian students to pursue a British degree of three years. The course is taught in complete sync with the studies in the UK to meet out the norms of the Quality Assurance Agency in the UK. As per the AICTE regulations the first two years are taught at DCBS in Indore and the students move to the UK for the third year for the award of the degree.

At DCBS we pride ourselves on the quality, excellence and relevance in research-based teaching, research works & publications by faculty and students. With great pride, DCBS has been conferred with the award of '**Outstanding Business School Central**' in 2021 and '**Most Promising Institute in Collaborative Learning**' in 2022 during Edufuture Excellence Awards organised by Zee Digital. More than two-third of our academic staff being a Doctorate and having a huge academic and industry experience ensures the strong academic rigour in lectures. Seminars and tutorials facilitate you to be independent in practical applications yet ascertain an experiential approach relevant to contemporary dynamic business world.

Adequate time duration of summer and Easter vacations as per the UK calendar add the opportunity and encourage you to gather corporate experience that is highly valued and beneficial for your future employment. Plenty of opportunities of working part time as well as interns by Internshala of AICTE and Business and Law Faculty at DMU wait for you to provide job offers from time to time. Innovation Council, business & academic conferences and Mentorship programmes at DCBS are gateways of industry know-how.

DCBS is a college of quality and distinctiveness with a major focus on creating employers. We are proud to provide a truly international educational experience for more than 20 years of our association with DMU which has produced 4 University toppers from DCBS.

I welcome you to the Daly College Business School on this journey with lots of good wishes for your studies at DCBS and DMU.

Dr. Rinku Joshi

Director

DCBS

Welcome and Introduction to your programme

Dear Students,

We are pleased to welcome you to De Montfort University (DMU) and the Department of Management and Entrepreneurship. As the programme leader of BA (Hons) Business Management, I commend you on your choice to study this exceptional programme with DMU.

One of the main advantages of this course is that it gives you the core skills and knowledge to work effectively and confidently within a wide range of business organisations and corporate functions. It also gives you the flexibility to tailor the degree to suit your interests with a broad range of modules available for you to choose in Years 2 and 3. Regardless of the modules you choose, all are designed to be highly practical and connected to the business world so that you develop the knowledge and practical skills that companies are looking for in graduates.

Please make sure you read through this programme handbook carefully to learn about the structure and content of the course as well as all the opportunities available to you so that you make the most of your time during your study

We wish you every success in your studies!

Dr Natasha Katuta Mwila (Programme Leader)

Dr Martin Morgan-Taylor (Link Tutor)

It is important that you keep your student ID with you at all times when on campus.

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

**Director's office,
Daly College Business School
1, Residency Area
Indore- 452001
M.P. India**

Overview of the Handbook

This handbook aims to introduce students to the programme of study by providing information which we hope you will find useful, particularly at the start of your programme. It provides an outline of the Programme, its ethos, structure and assessment, and the University services that are available to you, at **Daly College Business School** and at De Montfort University in your third year. Use the guide to familiarise yourself with the programme, to acquaint yourself with the Programme Regulations, its aims and objectives, and to establish what the learning outcomes are so that you are well prepared to tackle the requirements of the programme and the various assessments and examinations you are set.

How to use this Handbook

You should keep and refer to this Programme Handbook whilst you are studying on this programme. An electronic version of this handbook (which is continuously updated) is available on **Blackboard** which is our Virtual Learning Environment system.

2: About the Programme

2.1 Key Programme Information

The programme has been developed to deliver six key learning outcomes. At the end of the programme students will be able to:

- 1) Demonstrate an in-depth understanding of business organisations in terms of their structures, functions, processes, strategies, practices and management;
- 2) Identify and analyse the economic, social and environmental impacts of business activities, operations and decisions;
- 3) Display a critical understanding of the internal and external factors that shape contemporary businesses including the interrelationships amongst them;
- 4) Understand and analyse both the theoretical and practical issues faced by organisations within globally interconnected business environments;
- 5) Appreciate the dynamic and changing nature of business and the context in which they operate, and apply different models and frameworks to manage change effectively; and,
- 6) Critically analyse and apply different business theoretical constructs in relation to a wide variety of business environments.

2.2 Programme Structure

Programme Specification

Your programme information and modules are listed within the Programme Specification – please click on this link and find the Programme Specification for your course (N1N241).

Link from the DCBS website- [N1N241-Business-Management-2022-23-1.pdf](#) (dcbsindia.org)

2.3 Module Information

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/visual materials to ensure compliance with the policy. These will be fully explained to you along with where to get help and support.

To review activities recorded via MS Teams, your module leader and/or DMU tutor will upload the recording to the relevant DMU Replay folder and link to the Blackboard area. Further information can be found on your Module Blackboard Shell.

Module Assessments

- The level (year of study)
- Whether it is a compulsory or optional module
- The credit value
- Assessment type
- Assessment weighting

Details such as above are available over Blackboard module shell.

2.4 Settling into your Programme

You are required to report on time in week 1 for the procedure of Enrolment to DMU as per the instructions from the Director's office. Based on the due submission of the required information as per the DMU Enrolment Form in time, you are given your ID for Blackboard and also a unique email id by the University.

About Your Timetable

You are assigned a section at the start of your programme. A personal timetable is made available to you at the beginning of your studies. This elaborates on your module lectures, co- curricular activities, and the initials of module tutors. The timetable will be available on the Notice board at Daly College Business School, and emailed to you individually.

You should attend all activities listed on your timetable.

Teaching Methods

The University assigns week numbers to each week of the year from the start of teaching (i.e. the Monday after the enrolment and induction week is week one) to the end of the summer assessment period (vacation weeks are also included in this numbering). Your timetable uses these week numbers to show which sessions you need to attend each week.

The main teaching methods used are lectures, tutorials/seminars, workshops, and lab sessions. Across modules (or subject areas) a diverse range of teaching approaches will be used within these sessions. All modules use Blackboard as an integral part of the teaching approach (see Section 4 for more details about Blackboard).

The following short descriptions will give you some idea of what to expect from each session:

Lectures

Lectures are formal teaching periods that are used to introduce topics and assignments and provide

keynote material. They are used to give information to a large group of students. Usually, the lecturer (often the module tutor) will provide handouts to supplement the information but you also need to make notes as the lecturer will give information that may not be included in the handout.

Tutorials /seminars

These are smaller, less formal, more interactive discussion groups led by a module tutor. You will usually be asked to prepare for the tutorial with some advance reading or by undertaking short tasks. The tutor will assume that everyone has done the preparation, so the time can be spent productively (some tutors may ask students who have not prepared to leave the tutorial). Tutorials/seminars sometimes include student presentations with a group of other students or individually. Your learning will be enhanced if you interact with the tutor and the group e.g., by asking questions and putting your ideas forward.

Studios / workshops

These will normally be used for you to make progress on assignments. You will be able to consult staff and be able to use some of the time to search out material in the Library and other sources. Your learning will be enhanced if you put time into preparing for the workshop, and reviewing what you have learned afterwards. You will often be given a sheet of questions to answer, a problem to solve, or information to find out during the workshop time.

Lab Sessions

These are IT-based tutorials which take place in computer labs in the IT suite.

3: Communication

3.1 Key staff contacts

Contact details of DCBS staff				
Academic				
Sr. No	Name	Designation	Contact Number	Email ID
1	Dr. Rinku Joshi	Director & Associate Professor	9893619520	director@dcbsindia.org rinkujoshi@dcbsindia.org
2	Mrs. Poojae Sethi	Assistant Professor	9993027874	poojaesethi@dcbsindia.org
3	Dr. Shruti Agrawal	Associate Professor	9753335244	shrutimaheshwari@dcbsindia.org
4	Dr. Ratish Gupta	Associate Professor	8223880006	ratishgupta@dcbsindia.org
5	Dr. Shreshth Chhabra	Associate Professor	9755066626	shreshthchhabra@dcbsindia.org
6	Dr. Vibha Sahu	Assistant Professor	9826066484	vibhasahu@dcbsindia.org
7	Mrs. Yamini Chhajlany	Assistant Professor	9893133573	yaminichhajlany@dcbsindia.org
Administration				
1	Mr. Om Singh Chauhan	Dean (Admissions & Marketing)	9893124936	omsinghchauhan@dcbsindia.org
2	Mr. Rajesh Soni	Accounts Incharge	8889300000	accounts@dcbsindia.org
3	Mr. Nitin Badade	IT & System Administrator	9827579849	nitinbadade@rediffmail.com
4	Mr. Priyanka Singh	Hostel Warden	9993066673	priyankasingh@dcbsindia.org
5	Ms. Nivedita Pandey	Library Incharge	9977327222	niveditapandey@dcbsindia.org

Programme Leader Name: Dr Rinku Joshi, Director

Brief role description: Dr Joshi takes care of the entire academic coordination between DCBS and DMU. She is also a faculty member. She co-ordinates all the legal and regulatory norms in India and with DMU, and is also the Chairperson for AICTE Committee, Disciplinary Committee, Students' Grievance Redressal Committee and Industry Interface Cell. Dr Joshi is also the Academic Practice Officer. Dr Joshi actively organizes and conducts training programmes for students and faculty members of DCBS and industries. You should contact her for any concerns/doubts/ suggestions for your study period at DCBS and DMU at-

Office: 0731-2702882

Email: rinkujoshi@dcbsindia.org, director@dcbsindia.org

Dean – Administration – Mr Om S Chauhan, Dean

Mr Chauhan is responsible for entire administrative affairs at DCBS. He is incharge for the Admissions, and all the Marketing & Promotions activities including social media and website. He is a member of Students' Grievance Redressal Committee and SC/ST Committee. Additionally, he also handles finance matters at DCBS. He can be reached at –

omsinghchauhan@dcbsindia.org, dean@dcbsindia.org

9893124936

• **Module Tutors-**

Mrs Poojae Sethi - Programme Coordinator & Module Tutor
Member of Anti Ragging committee
Member of SC/ST Committee
Member – Induction Committee

Dr Shruti Maheshwari - Module Tutor
Member of Internal Complain Committee
Exam Co-coordinator
Faculty Coordinator – Institute of Risk Management, India
Affiliate
Member – Farewell Committee

Dr Ratish Gupta - Module Tutor
Member AICTE Committee
Member of Students' Grievance Redressal Committee
Member of Anti Ragging committee
Member of Internal Complain Committee
Faculty coordinator – Research & Publications
Faculty coordinator – Outbound Programmes
President – NDLI Club
Member – Induction Committee

Dr Shresth Chhabra - Module Tutor
Member of Students' Grievance Redressal Committee
Member of Internal Quality Assurance Cell
Member AICTE Committee
Faculty coordinator- MDP and Conferences
Member – NDLI Club
Faculty coordinator - Website Management
Faculty coordinator – Sports
Member – Farewell Committee

Dr Vibha Sahu - Module Tutor
Member of Internal Complain Committee
Member of Internal Quality Assurance Cell
Faculty Coordinator & Editor – DCBS Chronicle
Faculty Coordinator- VISA
Member – Induction Committee

Mrs Yamini Chhajlany - Module Tutor
Member of Anti Ragging committee
Faculty Coordinator - Industry Interface Cell
Faculty coordinator – Guest Lectures & Webinars
Member – Farewell Committee

- **Miss Nivedita Pandey** – Librarian
Secretary – NDLI Club
Support – DCBS Chronicle & DCBS Alumni Association
- **Mrs Priyanka S Chauhan** – Hostel Warden
Member of Internal Complaint Committee (if hostel girls are involved)
Coordinator all the event arrangements at DCBS
- **Mr Rajesh Soni-** Accounts Incharge
- **Mr Nitin Badade -** Lab Administrator
General Administration
Member AICTE Committee
Member of Internal Complain Committee
- Personal Tutor when you study at DMU in England- Martin Morgan-Taylor.
Email: mart@dmu.ac.uk

Contacting tutors

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 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

The DCBS has specific regulations in place which are available on our website: AICTE – DCBS (dcbsindia.org)

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':

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 experience difficulty in attending classes for any reason then please discuss the matter with your Personal Tutor or module tutors so that we are able to help or advise you. Poor attendance may result in low marks or even fails, as attendance and performance in assessments are closely linked.

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 experience difficulty in attending classes for any reason then please discuss the matter with your Personal Tutor at DCBS, so that they can help or advise you, or signpost you to suitable support. Poor attendance may result in low marks or even fails, as attendance and performance in assessments are often closely linked. DMU has an Attendance Monitoring policy (which can be found within the DMU Student General Regulations) and we do record

attendance throughout the academic year. Failure to attend scheduled teaching may result in discontinuation from the College and university.

You are expected to attend all timetabled sessions. On campus 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 project also affects other members of that group as well as individuals who do not attend.

You should always carry your ID card with you as you may be asked to verify your identity as part of the attendance monitoring process. From Week One of your studies, your attendance is monitored by the Faculty and is reported to your parents on a fortnightly basis. This is done 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 are required to attend and engage with the studies in the manner dictated by the specifics of your programme of study as per DCBS regulation policy. This policy applies to all undergraduate students of Levels 4 & 5. In Level 6 you are required to follow the regulations for undergraduate awards by DMU.

In Level 4 and 5, Students' attendance is registered by individual faculty in the classroom before the

lecture. Please ensure you attend all the scheduled classes on your official timetable otherwise you will be recorded as being absent.

Therefore, it's absolutely important that your attendance is registered for every class.

Online sessions (where applicable): At the start of the class, your tutor will distribute to you the link to the online attendance monitoring system. You need to be logged in to your DMU student email account. **DO NOT USE YOUR PERSONAL EMAIL ACCOUNT.** Please note that if you try to log in to a synchronous online class through your personal email account, you will not be able to register your attendance correctly.

It is important that this information is recorded accurately as the data will be used to ensure your compliance with DMU's Attendance Monitoring Policy (link to DMU Student General Regulations here). Completing the on-line attendance monitoring should be quick and easy to do. If you experience any problems, please speak to your tutor in the first instance.

4.4 Complaints

Your first port of call for advice and support should be your local programme/module leader or senior member of the management team. 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 relevant member of staff.

The relevant member of staff will consult with appropriate colleagues and respond to you in 10 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 8 'Rights of Appeal':
DMU General Regulations: Chapter 8

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:

1. **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.
2. **Programme Management Boards (PMB)** meet to review the management of your programme, and consider issues raised by Student Representatives.

5.2 External Examiners

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

The External Examiner for this Programme is:

Name: **Ms Fatimah Moran**

Dr Amon Simba

Dr David Peck

Substantive employer (if appropriate):

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.

Section 6: IT Resources

6.1 Student email

Partner email

DCBS provides an email account to all students. It accessed from any computer or mobile device with a web browser and internet connection.

Your student email is in the format: dcbs+batch year+Student name@gmail.com

e.g. dcbs23ramkumar@gmail.com

DMU 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 The Virtual Learning Environment (VLE)

Partner VLE

[Insert name of VLE] will provide you with access to the local Virtual Learning Environment. Your lecturer will upload all relevant material concerning the module to this platform and you will have access to it through the internet.

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 Partner Library Services

DCBS library provides physical access to more than four thousand books as well as national periodicals, national and international journals. Students are expected to follow the library rules issued from time – to – time.

Due to the changing demands and preferences of students and faculty members, the library concentrates on subscriptions to online resources rather than printed publications. The library has linked itself with external consortium too to extend its offering to students & staff. One of such aggregation is NDLI (National Digital Library of India) is a single window platform that provides learning resources with an aim to make e-learning and education accessible to all. NDLI is designed to hold content of any language and provides interface support for 10 most widely used Indian languages. NDLI hosts 60+ types of learning resources like books, thesis, article, audio lectures, video lectures, manuscripts, question papers, web courses, annual reports, solutions, data set, reports, technical reports, manual, album, monograph, technical manual, law judgements etc. The library in digital form has 10 million items that have been authored by 3 lakh authors.

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>

Contact us

Contact us via justask@dmu.ac.uk.

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.

Section 8: Assessment

8.1 How to submit assessments

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 Bad Academic Practice / Plagiarism

Always be clear to distinguish between when you are writing about your own ideas and when you are drawing from those of other people. Failure to acknowledge the work of others is plagiarism (which is to present somebody else's ideas and written text as your own) and is a disciplinary offence.

If you are suspected of committing an academic offence you will be called to a meeting with an academic practice officer (APO). The role of the APO is to advise on how to prevent bad academic practice and academic offences and to deal with serious cases.

You have the right to be accompanied by a member of De Montfort University Students' Union, university staff or your family but not normally a solicitor or barrister acting in a professional capacity. If you prefer, you can make a written statement instead of attending the meeting.

At the meeting, the APO will discuss the alleged offence with you. The APO may also suggest further training or remedial work. If the APO considers you guilty, they will impose an appropriate penalty.

If your offence is a second offence or is otherwise deemed serious it will be referred to a panel.

For more information visit the following information on the DMU website:

Bad academic practice and the importance of referencing:

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

General Regulations and Procedures Affecting Students – Chapter 4: Student regulations and policies

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 [or include relevant style if not Harvard]

Support and guidance about good academic practice can be found via the following links:

Referencing support: <https://library.dmu.ac.uk/refguide>.

- Some areas of this site may require you to login with your single sign-on username and password.

RefWorks Guide: <https://library.dmu.ac.uk/refworksguide>

RefWorks is a tool that enables you to store your references in one place and to automatically create a reference list or bibliography at the end of your document. We highly recommend you complete the online eLearning tutorial at <https://library.dmu.ac.uk/newref> before you begin.

9: The Student Voice

9.1 Student Representation

The student representation system aims to ensure that all students are represented and is one of the many ways in which the university and DCBS engages with its students. The role of student representative is to gather feedback from peers and report this to academic staff through formal (SSCC) and informal meetings.

☐ Staff/Student Consultative Committee (SSCC) a meeting at which students can raise matters of concern and highlight good practice with School management. The SSCC is held at least twice in each Academic Year. The Committee promotes the active participation of students working in partnership with programme teams.

The student representation system in place is as follows:

Course representatives are appointed for all undergraduate courses and feedback to programme leads any issues or queries with regards to their course/modules. They are expected to attend some key meetings at DCBS, such as Student/Staff Consultative Committees and Board of Studies. Meetings are co-ordinated by the programme team and are typically held twice per academic year.

How to become a Course Rep

All Course Reps are elected and supported through (De Montfort Students Union) DSU and by DCBS in the first two years, so you always have an independent place to go for guidance. At DCBS, the point of contact where Student Reps will report is Director. A Course Rep holds their elected position for one year in which you will develop personally and professionally through bespoke training and guidance.

Further information on student representation is available from De Montfort Students' Union and can be obtained at:

☞ <https://www.demontfortsu.com/voice/representation/> and

☞ <http://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/student-voice/student-representation.aspx>

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>

9.2 Student surveys

A variety of mechanisms are employed to gather student feedback, including questionnaires and surveys. These are conducted both internally within De Montfort University (DMU) and its Partners (DCBS), and externally across the higher education sector in the UK (National Student Survey (NSS) these will be conducted with DCBS students in January/February commencing 2023. Findings from these surveys are published and responded to in a number of ways.

Surveys may include:

- Module and programme level feedback (Levels 4 & 5 at DCBS, L6 at DMU).
- National Student Survey (NSS) – <https://www.thestudentsurvey.com/> (at all levels DCBS)
- Student participation in academic quality processes - <http://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/student-voice/student-participation.aspx>

10. Student Support

Careers and employability support –

Interface Cell at DCBS offers workshops and training in the area of soft skills and grooms students be industry ready. The cell also organises industry mentorship and industry visits every year for the students. The module of ENTE 1203- Academic Development and Professional Practice equips students with the required employability skills. In addition to this the students are offered a number of opportunities of industry and community based internships. The Careers & Employability team offers online Careers resources in the DMU Skills Hub – <https://dmu.carecentre.me/Members>

Students should log on with their normal DMU username and password.

11: Frequently Asked Questions (FAQs)

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

If you are unable to attend a workshop/seminar/lecture for any reason (such as illness), you must notify the relevant Module Tutor/Leader, preferably by email and in advance. On your return, it is recommended that you check your module VLE sites and see your module tutors to discuss any work that you have missed

How do I notify DCBS of any changes in my personal details (e.g. term-time address)?

You need to let the academic staff know of any changes in your personal/contact details during the year.

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 your Personal Tutor. However, your Personal Tutor is not a trained counsellor, and they may point you in the direction of more specific support.

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

If you are prevented from continuing your studies for ill-health or some other legitimate cause, you must apply for your studies to be interrupted. You will be expected to provide a written, or word-processed, explanation of the circumstances, accompanied by professional third-party evidence to support your request; interruption of studies will not be considered without third party evidence to support it. Interruption 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 withdraw from their studies – that is, leave their programme at the University completely. If you are considering withdrawing or transferring, please see your Programme Leader 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/Module Leader. 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.

Appendix – List of Principal Abbreviations

Abbreviation	Meaning
DMU	De Montfort University
DCBS	Daly College Business School
NSS	National Student Survey. In your final year of study, you will be asked to fill in a questionnaire for the NSS, which is a UK-wide exercise, designed to discover what students really think about their degree and their university. It is a blunt tool, and has a number of shortcomings, but it is still highly important. We value your honest feedback on the NSS, and urge you to fill it in as completely as possible.
SVC	Student Voice Committee; a committee attended by Course Representatives (also known as ‘student reps’) from each year of study. Before each meeting, the Course Representatives ask students for comments, feedback, suggestions or praise on any aspect of the programme. These comments are then discussed at the Student Voice meetings.
VLE	Virtual Learning Environment. The VLE we use at DMU is called “Blackboard”. You will have access to Blackboard through your myDMU pages. On Blackboard, you will find dedicated sites for each of your modules, where you can access lecture notes, handbooks, reading lists and other learning materials. Blackboard is also where we make important announcements, so it is important that you access it regularly.