

International Business Management

BSc Honours

Programme Handbook
2020-2021

The University's Student Charter, requires that students are provided with a 'programme handbook which outlines any professional requirements, contact hours, mode of course delivery, assessment criteria, examination arrangements and regulations, academic guidance and support, and appeals and complaints procedures'. The purpose of this summary is to help you locate further details about this key information in your handbook. In the Business School the information will either be included in your Programme Handbook or in the UG Canvas Community under "UG Study Guide".

Average number of contact hours for this Stage / programme:	<i>Please see UG Study Guide in NUBS UG Community on Canvas</i>
Mode of delivery:	<i>Please see "Your Programme" section of your programme handbook on page 4.</i>
Normal notice period for changes to the timetable, including rescheduled classes:	<i>Please see UG Study Guide in NUBS UG Community on Canvas</i>
Normal notice period for changes to the curriculum or assessment:	<i>Please see UG Study Guide in NUBS UG Community on Canvas</i>
Normal deadline for feedback on submitted work (coursework):	<i>Please see UG Study Guide in NUBS UG Community on Canvas</i>
Normal deadline for feedback on examinations:	<i>Please see UG Study Guide in NUBS UG Community on Canvas</i>
Professional Accreditation:	<i>Please see your programme Canvas Community for up to date information</i>
Assessment methods and criteria:	<i>Please see your programme Canvas Community for up to date information</i>
Academic guidance and support:	<p><i>Please see UG Study Guide in NUBS UG Community on Canvas</i></p> <p><i>Please see "contacts" section of your programme handbook on page 10.</i></p>

Welcome

Dear student,

Welcome to Newcastle University Business School and welcome to the International Business Management degree.

I am your Degree Programme Director (DPD). There is plenty of useful and essential information in this handbook and I would encourage you to read it carefully.

If you have any queries or concerns, throughout your degree, feel free to raise them directly with me so that we can address them speedily.

I wish you all the best for the next 3 (or 4) years and I am very confident that you will enjoy your degree.

Dr. Robin Pesch

Degree Programme Director BSC (Hons) International Business Management

Use of Programme Handbook

The purpose of this handbook is to provide you with an overview of your Undergraduate degree programme. This handbook should be read in conjunction with the NUBS Undergraduate Canvas Community.

Together, these will provide you with a guide to the facilities offered to you both by the School and the wider University and are designed to complement other information provided by the University.

This handbook provides an accurate picture of the programme at the time of writing, but this may be subject to minor change during the course of the academic year. You will be informed of any changes through the appropriate channels.

Your Programme

This section aims to provide you with some key information on your degree programme. Generic information relating to undergraduate degrees can be found on the Business School Undergraduate Canvas Community <https://canvas.ncl.ac.uk/login/> in the *Undergraduate Study Guide*.

What will my teaching programme be like in 2020/21?

We want you to get the most out of your teaching and learning and will do everything we can to support you to do so. Your learning opportunities will be made up of a mixture of online and in-person, on-campus activities. In Semester one, as a result of physical distancing requirements,

lecture materials will be delivered online as will many tutorials, seminars, workshops and labs. Our plan, where it's possible and safe to do so with 2-meter physical distancing in place, is to deliver up to three hours of in-person labs, seminars and tutorial teaching per week. We will review this at key points in the semester and these reviews will inform our approach to semester two teaching.

We recommend you regularly check the University website for the most up to date information at: <https://enquire.ncl.ac.uk/>

Induction

There will be a three week Induction for your Undergraduate programme at the start of Semester 1, including sessions with your Degree Programme Director (DPD) and/or your Student Stage Co-ordinator (SSC), and your designated Personal Tutor. This period is also your opportunity to familiarise yourself with the University, the facilities available and check details such as your timetable. A full schedule will be available on the relevant programme pages in Canvas and published on the Business School Website <https://www.ncl.ac.uk/business/>

About the Programme

All undergraduate degree programmes have a modular structure linked to a pattern for the academic year. This is based on a two Semester system located within a 3-term framework.

Each academic year of the degree programme is referred to as a Stage, so that you complete Stages 1, 2 and 3 of your degree. In each Stage of your degree you are required to study modules to a total credit value of 120, in accordance with degree programme regulations. A 20 credit module is equivalent to 200 notional hours of study.

Programme Structure

Information on the overall programme structure is available in the programme regulations: www.ncl.ac.uk/regulations/programme/2020-2021/nubs.php. Information on module content is available online at: www.ncl.ac.uk/module-catalogue, you can expect to be given further details of the content and assessments during the first lecture for each module.

Duration of the programme

The programme is studied over a minimum of four years on a full-time basis for N120 and a minimum of three years on a full-time basis for N121

Mobility Year: In between Stage 2 and Stage 3 - N120 only

During the Mobility Year students spend the whole year in a country where their chosen

foreign language is spoken. This year is spent studying at a university or undertaking an approved work placement, or doing a combination of university studies and work placement.

If studying abroad, students choose modules – taught, where appropriate, either in English or in their chosen foreign language – from a list of approved modules offered by the institution they study at. The particular institution is selected from a list of approved partner universities located in, for example, China, France, Germany, Spain and Canada.

The marks obtained during the Mobility Year do not count towards the student's final degree classification. During the mobility activity, students are required to complete and pass one 120 credit academic module, NBS3000: Business School Mobility Module. This module focuses on skills development during the mobility opportunity and asks students to reflect on their experiences. The module is assessed by means of written work.

In preparation for undertaking studies during their year abroad, students will receive information about the possible choices of approved institutions and the modules offered by them.

The DPD and Student Experience Team will provide students with advice and assistance regarding the choice of university. Students will also have the opportunity to meet with their peers and connect with alumni who studied at the different institutions abroad in previous years to get insights into their experiences. Students wishing to undertake a work placement in their year abroad will receive advice and assistance from the Student Experience Team and Employability Team with preparing a CV, acquiring relevant information about placement organisations, writing letters of application and preparing themselves for interviews and other forms of selection. Students will also have the opportunity to meet with students who undertook the work placement in the previous year to discuss how they secured placements and to ask questions about their experiences of working in organisations abroad.

Degree Programme Regulations

The degree programme regulations detail the modules to be studied on your degree and any progression requirements, such as the need to pass the taught modules of the degree before proceeding to dissertation. It is important that you read these and make sure you know the requirements of your undergraduate degree. Degree Programme regulations are available online: www.ncl.ac.uk/regulations/programme/2020-2021/nubs.php

Programme Specifications

A detailed description of the programme structure, programme aims and learning outcomes can be found in the Programme Specifications online www.ncl.ac.uk/regulations/programme/2020-2021/nubs.php

This includes information on the knowledge and understanding, intellectual skills, practical skills and transferable/key skills which you are expected to develop and

demonstrate during your studies.

Timetable and Communication

All modules are offered subject to the constraints of the timetable. Not all modules may be offered in all years and they are listed subject to availability. Module timetables can be viewed online at www.ncl.ac.uk/timetable. The timetable website also gives information on how to understand and search for your individual timetable. You can also access your timetable using the Newcastle University App.

Canvas (<https://canvas.ncl.ac.uk/login/>) is the main online teaching tool and it is where you will find information for each module including module guides, lecture notes, seminar sheets, assessment details and general module announcements and information. You should make sure you check Canvas on a regular basis. You can also access Canvas using the Canvas App.

All students are assigned an email address and mailbox and this is the email that should be used for communication within the university (<https://www.ncl.ac.uk/itservice/email/>). You should make sure you check your university email on a regular basis.

University Regulations

It is important that you familiarise yourself with the University Regulations, in particular the Undergraduate Progress Regulation and Examination Conventions which detail the regulations for study and award of an Undergraduate degree. This includes conditions for reassessment in failed modules and criteria for eligibility of an Undergraduate award. You are expected to read these and make yourself aware of their implications. The University Regulations are available online: <https://www.ncl.ac.uk/regulations/docs/>

Assessment

Details of the assessment pattern for each module are in the Module Outline Forms for each module, these can be accessed via the University Web Site at www.ncl.ac.uk/module-catalogue

Exam conventions are available online <https://www.ncl.ac.uk/exams/>

The specific assessment criteria and any rubrics will be detailed in the individual module folders on Canvas.

The assessment will depend on the individual module, and only some of these methods may apply to you, depending on which optional modules you chose in Stages 2 and 3. You can expect to be assessed by a variety of means, including examinations, assignments both individual and group, presentations and dissertation. The mix of assessment methods is to allow you to demonstrate your understanding of the knowledge outcomes of the programme and also your assimilation of the skills developed during your Undergraduate programme.

Details of assessment deadlines will be emailed to you within the first two weeks of term to allow you to plan your workload. You should familiarise yourself with the assignment submission procedures.

Please note that work submitted after the specified deadline, even by just a few minutes, will be treated as a late submission in line with University policy. Please see further details in the NUBS UG Study Guide in the UG Canvas Community regarding the late submission of assessed work.

To ensure the quality of our programmes the University appoints External Examiners in line with UK requirements. They help to ensure that the overall standard of the programme award is in line with other University Degrees, evaluate the assessment and marking and make observations and recommendations about the curriculum. To do this they are provided with programme documentation, they review student performance and the marking process through samples of assessed work, and meet with staff and students to discuss their experience. Your work may therefore be reviewed by an External Examiner. The External Examiners for your programme are detailed below:-

External Examiner	Institution	Position
Dr Matthew Hollow	The York Management School	Senior Lecturer in Strategy and Programme Leader for BA Business and Management
Dr Scott Lawley	Nottingham Trent University	Associate Professor

Degree Classification

Candidates will be assessed for degree classification on the basis of all the modules taken at Stage 2 and Stage 3 (N121, N120) with the weighting of the stages being 1:2 for Stage 2 and Stage 3 (N121, N120) respectively. The placement year will be assessed on a pass/fail basis and will not contribute to degree classification.

Regulation of Assessment

Class	Mark Range %	Unseen Exams	Assessed Essays/ Assignments	Dissertations
First	100	An outstanding answer displaying critical thought and insight or a high level of numerical accuracy and analysis	Worthy of retaining for reference.	Publishable quality, valuable original contribution to the discipline. High level of achievement demonstrating insight throughout.
	80			
	79	Perceptive, focused use of good depth of material. Original ideas or structure of argument.	Perceptive, focused use of good depth of material. Original ideas or structure of argument. Evidence of insight and depth of understanding	Perceptive analysis using considered choice of research methods and techniques, supported by critical review of relevant literature, and presented in a well-structured framework.
	70			
Second Upper	69	Perceptive treatment of the issues plus a coherent presentation with evidence of a broader understanding	Thorough, clear treatment shows understanding of arguments, contribution and context.	Thorough investigation of research topic using appropriate methods and techniques, supported by thorough review of relevant literature, and presented in a well-structured framework.
	60			
Second Lower	59	A "correct" answer based largely on lecture material. Lacking in relevant detail but presented in an adequate framework. Small errors allowed.	Pedestrian treatment. A "correct" answer, lacking evidence of broader understanding. Some small errors allowed.	Limited or superficial analysis with some use of appropriate methods and techniques. Brief review of relevant literature. Presented in an adequate framework.
	50			
Third	49	Based almost entirely on lecture material but unstructured and with increasing error component.	Very basic approach to a narrow or misguided selection of material. Lacking in background or flawed in argument.	Limited or superficial analysis with errors in application or interpretation, but broadly appropriate choice of methods and techniques. Limited review of literature. Presented in an
	40			
Fail	39	Errors of concept and scope or poor in knowledge, structure and expression (as in a highly foreshortened answer with 3 rd qualities)	Little or misdirected effort. Shallow and poorly presented. Lacking in conclusions or conclusions incorrect.	Little effort. Superficial write-up conveying little of the context or value of the research. Poor in knowledge, structure and expression.
	30			
	29	Significant inability to engage with the question or an answer to an imaginary question	Little or no adherence to assignment title.	Significant inability to engage with research topic or very poorly defined topic. No reference to relevant literature. Very poorly structured.
	0			

Student Voice

At the start of the academic year early in Semester 1, we will be seeking student representatives from your degree programme to join the undergraduate Student Voice Committee (SVC).

If you are interested in being a representative on the **Student Voice Committee** please contact the **Programme Secretary**.

The SVC is a meeting of the student representatives from your subject group with key academic staff and takes place usually four times a year.

If a student (or group of students) has a particular issue or concern regarding the teaching on their degree programme, the best and quickest route is for students and staff to resolve any issues informally.

For any other issues, the SVC is the forum where students (via student representatives) can present their views, issues and concerns. Issues raised by students at SVC are often then considered by the relevant Board of Studies.

Student representatives will also be invited to attend the Board of Studies meetings. These meetings look in detail at the structure, content and quality assurance of small groups of programmes and student representatives are invited to participate in discussions at these meetings with the teaching teams for their degree programme.

Contact Information

Address:

Newcastle University Business School
5 Barrack Road
Newcastle upon Tyne
NE1 4SE
Telephone: (0191) 208 1500

Degree Programme Director:

Dr Robin Pesch

Telephone: (0191) 208 1630
Email: robin.pesch@newcastle.ac.uk

Student Stage Co-ordinators:

Stage Coordinators are there to support the DPD with student-focussed activities relating to a particular stage of the programme. The DPD will act as the Stage Coordinator for final year students. The Stage Coordinators for your programme are:

Stage 1: Johannes Schmalisch. Email: johannes.schmalisch@newcastle.ac.uk

Stage 2: Susan Addison. Email: susan.addison@newcastle.ac.uk

Programme Support Team

management.ug@newcastle.ac.uk

The programme support team is your main point of contact for administrative queries relating to your programme, such as information about procedures or deadlines.

Due to the current COVID-19 situation, in person queries can be directed to ground floor reception, Business School @ Barrack Road, 10am-2pm, Mondays to Fridays. This will be reviewed on an ongoing basis and you will be notified of any changes.

Personal Tutor

You will be allocated a personal tutor in induction week and you can check who they are via the S3P system.

Additional information on your programme contacts can be found in the Programme Canvas Community.