Business Management
BA Honours
Programme Handbook
2022-2023
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 the UG Canvas Community under “UG Study Guide”.

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

Dear Student,

A very warm welcome to our new students joining the Business Management programme, and a very warm welcome back to our continuing students.

I am delighted to be part of your journey on the N200 programme which combines contemporary business practice with world-class research. Through a structured learning strategy, you will embark on a journey that values applied learning and a critically reflective approach to developing your business management knowledge, skills and behaviours. You will emerge as a critical thinker and a reflexive practitioner who is self-aware and can deal with complexity and ambiguity.

The programme is taught by our specialist lecturers and professors, who are internationally renowned in their areas of expertise. This enables the latest thinking and practice to be embedded into our programme. The taught modules adopt a combination of research approaches including learning how to research, extracting research knowledge and critically analysing the research of others and applying research to your practice. Additionally, throughout the programme there are opportunities for you to engage with the wider business community.

Throughout your time on the programme, you will be supported by an excellent team of professional support services staff, personal tutors, lecturing staff, Stage Coordinators and myself, your Degree Programme Director. You are about to embark on a wonderful, yet challenging, learning journey and I look forward to working with you throughout your time on the programme.

Best wishes,

Angela Mazzetti
Degree Programme Director BA (Hons) 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. They 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 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 in the Undergraduate Study Guide.

What will my teaching programme be like in 2022/23?

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. You will be learning through a blended approach of:

- present-in-person (PiP) – on-campus activities which show on your timetable
- synchronous – ‘live’ online sessions via Zoom or Teams which show on your timetable
- non-synchronous – recorded content available online which you can access at any time, such as certain lecture materials. These will not show on your timetable, but Module Leaders will inform you about these activities.

Our 2022/23 modules are built with flexibility in mind if we are required to reduce or suspend the on-campus and in-person teaching due to Government public health requirements. The University is reviewing the situation regularly and will inform you if the public health situation means any changes to delivery are necessary.

We recommend you regularly check the University website for the most up-to-date information.

Induction

Your induction will include a combination of pre-arrival materials available online via Canvas, a main Induction Week with activities in person and online during 19 – 23 September 2022, followed up by extended induction activities to support you settle into your studies as Semester 1 teaching gets underway. Induction Week will include sessions with your Degree Programme Director (DPD) and your designated Personal Tutor.

This period is also your opportunity to familiarise yourself with the University, the facilities available and to 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.

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 three-term framework.

Each academic year of the degree programme is referred to as a Stage so that students complete Stages 1, 2 and 3 of their degree. In each Stage of their degree students 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. Information about module content is available online. Further details of the structure will be given during the first lecture for each module.

Mobility Year (placement/study abroad):

On completion of Stage 2 and before entering Stage 3, candidates may as part of their studies for the degree, complete a period of mobility activity. This could be:

- spend a year on a work placement with an approved organisation (minimum nine months)
- complete a study abroad opportunity (two semesters)
- complete a combination of work placement and study abroad activity.

This is a fantastic opportunity to develop personal skills and gain insight into working life or gain an international experience.

Students apply for a placement during Stage 2 of the degree programme, and if successful they will normally begin work by September of the academic year, finishing the following summer. The employer will provide induction and training activities as appropriate. Over the placement year there will be contact from staff from the University. Applications for Study Abroad opportunities can be made in the autumn of Stage 2. For further information please visit the Programme Canvas Community or contact nubs.placementandstudyabroad@newcastle.ac.uk.

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.

It is the responsibility of individual students to make sure they meet the visa requirements of the country in which they plan to undertake a study/work placement. Information for students on a Tier 4 or Student Route visa should refer to the University’s website for additional guidance:

We encourage students to contact the Business School Student Experience team during Stage 1 or Semester 1 of Stage 2 to find out more about mobility opportunities: nubs.placementandstudyabroad@newcastle.ac.uk.

Optional module choice

The degree programme comprises a mixture of compulsory and optional modules. In addition, for assessment purposes, some of these are defined as ‘core and compulsory’ modules at Stages 2 and 3. Some modules have ‘pre-requisites’, in that they require other modules to have been studied previously.

For students other than those at Stage 1, University regulations require students to register their choice of modules for the academic year before the start of the Semester 2 assessment period in the preceding academic year. Any student who wishes to change his or her module selection may do so during the first week of teaching of Semester 1 (by 30 September 2022). Changes must be approved by the Degree Programme Director, who must be satisfied that where consent is necessary it has been given by the lecturer responsible for the module which the student wishes to select. A Faculty
concession is required for any changes to module selections outside the above periods.

To assist with the process of making your module selection for Stages 2 and 3, we will hold module selection sessions after Easter and, information on modules is available from the University's web page. Full descriptions of each module, including the aims and outcomes, syllabus, skills developed, teaching methods and assessment methods, can be found in the Module Catalogue. Each module will comprise a mix of teaching and learning methods, including independent study. The Module Catalogue gives the indicative number of hours for each module of scheduled learning and teaching (such as lectures/seminars) and guided independent study (such as assessment preparation/directed reading and research).

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 all the taught modules of the current stage before proceeding to the next stage. You must read these and make sure you know the requirements of your undergraduate degree.

Programme specifications

A detailed description of the programme structure, programme aims and learning outcomes can be found in the programme specifications. 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

Students should note that 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. 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 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 regularly. 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. You should make sure you check your university email regularly.

Please include your full name and student number in any email communications to the programme team. If you are sending the same email to more than one member of the programme team, please ensure that you 'cc' all recipients. Please remember to be polite and professional in your communications with the programme team.

University Regulations

You must 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.

Degree classification

Candidates will be assessed for degree classification based on all the modules taken at Stage 2 and Stage 3, with the weighting of the Stages being 1:2 for Stage 2 and Stage 3. The placement year and study abroad year are assessed on a pass/fail basis and do not contribute to the degree classification.

Assessment

Details of the assessment pattern for each module are in the Module Outline Forms for each module.

Key information on exam dates, venues, rules and guidance are available on University’s website.

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 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’s policy. Please see further details in the NUBS UG Study Guide in the Programme 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:

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<thead>
<tr>
<th>External Examiner</th>
<th>Institution</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Matthew Hollow</td>
<td>The York Management School</td>
<td>Senior Lecturer in Strategy and Programme Leader for BA Business and Management</td>
</tr>
<tr>
<td>Dr Scott Lawley</td>
<td>Nottingham Trent University</td>
<td>Associate Professor</td>
</tr>
</tbody>
</table>
Most assessments will be marked anonymously, and our submission procedures are set up to allow this. However, the University acknowledges that anonymity can be difficult to maintain for some types of assessment, for example group work, experiential business projects or where there are small cohorts of students. There are also cases where non-anonymous marking may be of benefit, by allowing individual feedback for students. The following modules have non-anonymous marking for some or all assessments:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
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</thead>
<tbody>
<tr>
<td>ACC2000</td>
<td>Interpreting Company Accounts</td>
</tr>
<tr>
<td>BUS2011</td>
<td>Business Enterprise</td>
</tr>
<tr>
<td>BUS2017</td>
<td>Introduction to Innovation and Technology</td>
</tr>
<tr>
<td>BUS2029</td>
<td>Operations Strategy and Management</td>
</tr>
<tr>
<td>BUS2031</td>
<td>Managing Change</td>
</tr>
<tr>
<td>BUS3003</td>
<td>Advanced Business Practice</td>
</tr>
<tr>
<td>BUS3004</td>
<td>Business Information Systems</td>
</tr>
<tr>
<td>BUS3051</td>
<td>Management Dissertation</td>
</tr>
<tr>
<td>BUS3053</td>
<td>Management Consultancy Project</td>
</tr>
<tr>
<td>BUS3060</td>
<td>International Entrepreneurship</td>
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</tbody>
</table>

**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-Staff Committee (SSC).

If you are interested in being a representative on the **Student-Staff Committee**, please contact the **Programme Support Team**: management.ug@ncl.ac.uk.

The SSC 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 SSC is the forum where students (via student representatives) can present their views, issues and concerns. Issues raised by students at SSC 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.
Learning community communications etiquette

In accordance with the student charter, it is important that as a community, we communicate with each other respectfully and professionally.

The student charter sets out the standards of behaviour expected from our students and the sanctions that can be imposed if these standards are not met. The charter makes specific reference to communications and states that students must undertake to demonstrate high standards of personal conduct and respect in their interactions with the University and the local community. Whilst on this programme you are therefore expected to

- express your opinions in a mature and constructive way
- treat fellow students, University colleagues, neighbours and other people in the community with courtesy, fairness and respect regardless of their personal circumstances, race, ethnic origin, age, gender, marital or parental status, sexual orientation, religion and belief, disability or political views and respect the privacy of students and University colleagues
- demonstrate the above standards in all verbal and written communication, including via social media and e-mail.

Further information about digital safety and digital etiquette is provided on Canvas as part of your induction materials.
Contacts

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

Degree Programme Director
The Degree Programme Director (DPD) oversees your degree programme and can help you with questions about the programme as a whole.

**Angela Mazzetti**
Room 5.01, Level 5 Business School
Telephone: (0191) 208 1739
Email: angela.mazzetti@newcastle.ac.uk

Student Stage Coordinators
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:** Faten Baddar-Alhusan. Email: faten.baddar-alhusan@newcastle.ac.uk
**Stage 2:** Anji Rae. Email: anji.rae@newcastle.ac.uk
**Stage 3:** Angela Mazzetti. Email: angela.mazzetti@newcastle.ac.uk

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

Email: management.ug@newcastle.ac.uk

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.

Senior Tutor:
Your Senior Tutor acts as a second point of contact for you in the event of your allocated personal tutor’s absence. Your senior tutor can also be contacted with queries about the personal tutor system or if you experience complicated issues that are impacting your studies to discuss support mechanisms.

Your Senior Tutor is Khang-Wai Chew. Email: khang-wai.chew@newcastle.ac.uk