GLOBAL ONLINE
MBA

Global Online MBA

Programme Handbook 2013/14

Contents

> **A-Z of university services**: advice and guidance; careers; counselling; disabilities, health conditions and specific learning difficulties; Edinburgh Napier Students' Association; faith, spirituality and chaplaincy; fees and finance; independent student advice service; Information Services: Libraries and Information Technology ; nimweb; personal information; regulations; student portal; study skills.

> **Online support services**: Moodle

Introduction & Welcome

Introduction

Welcome to the programme handbook for the Global Online MBA. The following pages contain information relating to many aspects of your study with us, including your programme of study, the modules you will undertake, and services and resources offered by the University to help you.

Hang on to this handbook! It contains lots of information that you will need to refer to throughout the course, for example about assessments, or calendar dates. There is also a lot of information on the **Edinburgh Napier student portal,** which will provide the most up to date information.

While care has been taken to try to ensure that the information contained in this edition of the programme handbook is correct, no guarantee can be given that it is completely free of errors or omissions.

Welcome

Welcome to The Business School and to the Global Online MBA Programme. I hope that you will enjoy the studies that you are about to undertake – this will be both a stimulating learning experience and one which will require a lot of input from you. To really benefit from your studies you need to be prepared to work through the online learning materials and participate in online discussions. You are encouraged to network with your fellow students online which will enable you to learn from each other; and share the knowledge and experience of your previous work where possible.

You will be studying with one of the UK's top Universities for Graduate Employability.

The content of our Global Online MBA programme has been benchmarked against many modern, leading-edge business schools. We are confident that you will be provided with a most appropriate online teaching and learning experience.

Please be prepared to discuss anything you are unsure of or that you think needs clarification – we do not want your studies to be distracted by any other issues! Many of you are in a totally new learning environment – please let me know if there is anything I can help with that will let you settle into your studies quickly.

Trimester dates for academic year 2013-14 are:

• Trimester 1: Monday 9 September – Friday 20 December 2013

• Trimester 2: Monday 13 January – Friday 9 May 2014

• Trimester 3: Wednesday 21 May – Friday 29 August 2014

• Assessment dates will be provided online in your Moodle Virtual learning Environment (VLE).

I am confident you will find our Global Online MBA an enjoyable and rewarding experience.

Mammed Bagher

Programme Director, MBA Programmes

A	About Your Programme of Study and School

1. Programme management, communication, and contact details

If you have a query or problem then you should contact one of the following members of staff.

Programme team

If you have a query or problem then you should contact one of the following members of staff. You should ensure that you know who the members of the programme team are for your programme.

Programme Director

Mammed Bagher   +44(0)131 455 4375   m.bagher@napier.ac.uk

Dr. David McGuire   +44(0)131 455 4453   d.mcguire@napier.ac.uk

Programme Administrator

globalonlinesupport@napier.ac.uk

+44(0)8455 20 30 80

Module Leaders and members of the teaching team

The module leaders provide academic support for the Online Programme. The module leader sets, marks and provides feedback on the assignments for the module. You should contact your module leader if you are having difficulty with the module material. Don't feel you are imposing on their goodwill in doing this. Providing this service is an integral part of the support system we offer to online learning students. Contact details for all module leaders/ tutors will be provided online.

Communication between you and the programme team

Email

All students are allocated an e-mail address. Your Edinburgh Napier e-mail account will be the only recognised email account that will be used to contact you.

It is your responsibility to check your Edinburgh Napier e-mail account regularly.

Virtual Office Team

If you have any queries during the course of your studies please feel free to contact globalonlinesupport@napier.ac.uk.

Academic staff will also be available online at a designated time to discuss any issues or questions you may have. Check Moodle for details of these synchronous sessions.

Student/Staff Liaison Committee (SSLC)

Each programme has an SSLC, which is a formal forum for the exchange of information between staff and students on any matter relevant to a programme. It can also be used as a forum for staff to discuss new ideas and to seek the views of students. It is important to note that the SSLC deals with collective issues of concern and not issues of a personal nature relating to the conduct of individual students or members of staff. The SSLC for the Global Online MBA will be organised through an online environment.

Board of Studies

The Board of Studies is responsible for the development, planning, management, operation and enhancement of the programme. Its members include staff and elected student representatives, and it receives reports from the SSLC.

The University encourages students to engage with the management of their programmes. At the beginning of your programme, the Programme Leader will invite volunteers to act as student programme representatives. Elected representatives are invited to participate in the online staff student liaison committees. They will have the opportunity to liaise with their programme leader and other relevant staff about programme management issues during these meetings.

Further information on the student representative system can be found at the Edinburgh Napier Students' Association website which can be accessed from the student portal.

2. Calendar of the academic year

The Edinburgh Napier academic year is divided into three **trimesters** of 15 weeks, allocated to different activities, described below.

Week	Activity
Week 1	Access to module materials on VLE, online induction, and commence studies
	The online induction aims to provide you with an imaginative range of activities to assist in establishing a beneficial and valuable experience tailored to your level of study. We will also provide you with a thorough preparation of student life as an online learner, comprising administrative, academic, and social activities which will enable you to embrace the University and fellow students.
Weeks 2–12	Module study
Week 13	Revision week with supported learning
Week 15	Submission of final assessment

2013/14 Academic Year	
Trimester 1	**9 September – 20 December 2013**
Edinburgh September Holiday	Monday 16 September 2013
Christmas Break	23 Dec 2013 – 02 Jan 2014
Inter-Trimester Week	13 – 17 January 2014
Trimester 2	**27 January – 9 May 2014**
Easter Break	14 – 25 April 2014
Inter Trimester Week	12 - 16 May 2014
Trimester 3 **(further dates to be advised)**	**Wednesday 21 May – 29 August 2014**

3. Programme aims

1. To enable the advanced study of organisations focusing in particular on the role of leaders and managers in determining the organisation's mission, vision and strategic direction.

2. To develop critical reflection and engagement skills to understand, apply and challenge the relevance of academic theories in a rapidly changing business context.

3. To develop insights, critical thinking and management skills necessary to function effectively in a management role and to widen your perspective beyond the limitations imposed by your own experience.

4. To enhance your interpersonal, team-working and cross-cultural skills enabling you to work more effectively with employees and customers.

5. To develop your knowledge and skills across specialist routes congruent you're your career and professional development plans and goals

6. To foster innovation and entrepreneurial skills enabling you to generate original solutions to management problems.

4.   Programme structure and other information

Building High Performing Organisations 20 credits	Management and Organisational Change 20 credits	Managing Innovation 20 credits	Contemporary Issues in Strategic Management 20 credits
Marketing within the Global Economy 20 credits	Leading Strategic Change 20 credits	Skills for Managers 20 credits	*MBA Project *can complete over one or two trimesters* 40 credits

Table 4.1: Programme structure

If you are studying a specialist route then the highlighted modules will be replaced with specialist modules as detailed below

SPECIALISM	COMPULSORY MODULES ON SPECIALISM	
MBA (BANKING)	Finance for Management Decision Making	Global Finance
MBA (FINANCE)	Financial Markets, Institutions and Banking	Global Finance
MBA (HRM)	HRM in an International Context	Contemporary HRM
MBA (MARKETING & SALES)	Global Marketing	International Sales Management
MBA (EVENTS)	International Business Event Management	International Festival and Event Management
MBA (ENTREPRENEURSHIP)	Managing Innovation	New Venture Planning
MBA (TOURISM & HOSPITALITY) *awaiting approval	International Business Event Management -	Contemporary Issues In Hospitality Management

While there is no specific order in which to take the first six modules listed in table 4.1 above, you must successfully complete these before you can commence the Skills for Managers module, which covers research skills that underpin your MBA Project.

For the award of MBA you must successfully complete all the modules listed above (180 credits). If you wish to exit earlier, you could be eligible for an exit award: a Postgraduate Certificate, on successful completion of 60 credits; or a Postgraduate Diploma, on successful completion of 120 credits (excluding Skills for Managers and the MBA Project).

The Modular Scheme

All taught undergraduate and postgraduate programmes are modularised at Edinburgh Napier University. This means that all programmes are composed of modules, which are usually delivered and assessed in a single trimester.

Modules

Each standard module contributes 20 credits towards your MBA, plus 40 credits for the MBA project, totalling 180 credits.

Surviving Online Learning

Online learning is nothing if not challenging - it is taxing of your resilience and commitment, and a searching test of your ability for self-organisation. It is difficult not to feel a sense of panic when you are presented with your online learning materials and assignments, and you begin to wonder whether signing up for this programme was such a good idea after all. You are **not** on your own. The programme team is committed to doing all it can to provide you with advice and support during the programme, and to give you the very best chance of achieving a successful outcome.

Here's some advice to help you get the best out of the programme and of yourself:

- Establish contacts with your fellow students. Networking can be very effective as a motivator and morale booster.

- As far as possible, keep to the study schedule outlined for the module so that you are at the same stage as other students.

- Be an active participant in discussions to get the most out of these.

- Try to set aside a dedicated workspace that doesn't have to be cleared away at the end of the study session.

- Ensure that your study space has good heating, lighting and ventilation.

- Try to find somewhere that is away from other distractions.

- Ensure that your workspace is comfortable enough for you to spend long periods of time there.

- Try to find somewhere that has a large surface area if possible. You may need to spread several books out at once.

- Draw up a schedule of assessment dates for the programme and plan in other events that are going to make claims on your time. Keep it handy, above your desk perhaps, so that it can be amended as things change over the year.

- Plan a regular timetable and agree it with those who may have calls on your time. It is important that your friends and family understand that you need time and space in which to study. It is also important that you don't get so immersed in studying that you neglect other people's needs!

- Try to plan a little slack time by staying a couple of weeks ahead of your study calendar; you never know when you might need that leeway!

- Ensure that you get the right quality of time as well as the right amount of time. It's no good spending an hour staring at your books if you're constantly being distracted or are too tired to concentrate. You need to experiment to find the time and conditions that suit you best.

- Use your prime time, when you are at your best to do the work that requires most concentration. Save administrative chores or jobs like skim reading or organising your notes for times when you are not so alert; e.g. after a particularly trying day at work.

- If you are going to be away from home, always ensure that you take some study materials with you, even if you don't think you are going to have time to study.

Self-discipline is an attribute you're going to need a lot over the coming months. The Global Online MBA programme requires active learning; just reading through the online programme texts is not enough. At this level of study, you are expected to make connections between the different sections of the material and to form your own conclusions; and all this takes time and patience.

We all have our own ideas about the most effective strategy for study, but here are a few additional pointers you might like to consider:

- Never just read a text - make notes as you go along. This will help you absorb what you have just read and will provide useful notes for your revision.

- Everyone has their own method of note-taking. You may prefer to use lists or mind maps instead of, or in addition to, writing directly on a printed set of your programme materials.

- When making notes, always include a reference to the relevant section and unit so that, should you not be able to make sense of your notes at a later date, you can go straight back to the relevant part of the texts.

- The online materials contain Self-Assessment Questions that will allow you to assess your understanding as you work through. These may be quick reminder exercises or deeper questions that require you to make deductions or reasoned assumptions. Do try all of these questions, and avoid the temptation to cheat by looking up the answers beforehand.

- Self-Assessment Exercises are also a feature of the online learning environment. These are designed to encourage you to relate the content of the programme to your own particular situation.

- If you get stuck on a particular point, ask your tutor for advice. You should not, however, spend enormous amounts of time trying to understand every single word in the units. It may be better to press on and keep up with the timetable. Often study of subsequent units can help you grasp the earlier awkward bits and show you how they relate to the overall picture.

- It's highly unlikely that you will have time to go through all the units again at the same level of detail when you come to revise. When you're making notes and writing your own summaries, bear in mind that you're going to need them for revision purposes later on. They therefore need to be clear, concise and informative; you don't want to spend half of your precious revision time wondering what on earth your notes mean and where the information they contain came from.

- The programme material will introduce you to areas of your organisation that you may be less familiar with, such as finance or marketing. We want you to be able to reflect on the programme material within the context of your own organisation. Be prepared to seek the advice of colleagues within your company who should be able to help you do this.

Library Support for Online Learning Students

You will be provided with information on the range of services offered by the Edinburgh Napier University Library. Your plastic student ID card will have your photograph and bar-code number on it. The Online Induction, accessed through the home page of the student portal will guide you on how to access academic databases remotely through the Internet, amongst other things.

Full details on the range of services that the Library provides to online learning students of the university can be found on our website:

https://studentportal.napier.ac.uk/Library/Pages/default.aspx

Moodle

You are required to have access to an online computer equipped with a browser such as Netscape or Internet Explorer. All students will be registered on Moodle which will be used to access information, participate in discussion groups, and network on line with other students.

Edinburgh Napier Student Portal

The Edinburgh Napier University Student Portal is the online gateway to your electronic resources within the University. Here you will be able to

- View important information and announcements

- **Access Moodle,** where you will undertake your studies

- Single Sign On to many Edinburgh Napier University systems e.g. email and Nimweb

- Upload documents and files

- Personalise your own website (My Site)

You will need to go to the following web address and log in at:
https://studentportal.napier.ac.uk

The Portal can be accessed from **ANYWHERE** in the world!

Your login ID is your **Matriculation Number**. Your **password** will initially be set to the first letter of your first name (**in lower case**) followed by your date of birth (in DDMMYY format). You must change your password the first time you use the service. If you have difficulty in logging in contact the C&IT Support Desk by telephoning ext 3000 (0131 455 3000 externally) or by emailing ITSupport@napier.ac.uk .

"My Site" is your own personal area that can be **customised as you want it.** You can easily change colours, backgrounds and add web pages, upload documents and add webparts to anywhere on a page. Instructions on how to customise MySite can be found by clicking on the **My Site Help** tab within My Site. Please note: You **should save a copy of documents** uploaded to My Site – onto your hard drive or to a CD.

If you are unable to log in to the Edinburgh Napier Student Portal you should to contact the IT Support Desk by emailing ITSupport@napier.ac.uk **.** Please note: IT Services will only respond to your own Edinburgh Napier University email account

Assessments

Most of us view the prospect of taking assessments with some trepidation. It may well be that some years have elapsed since you last completed a formal assessment, so it is essential that we do as much as we can to give you support and advice on coping with assessments. Accordingly, we have incorporated in the online induction a session on study skills.

There are certain key words used in assessments that you should be aware of:

- Discuss: often used in conjunction with a statement or a quotation from a source. You will be expected to offer arguments in favour and in rebuttal of the statement, backed up by appropriate reference to the theory, making a clear and justified choice on which set of arguments you believe is the stronger.

- Evaluate: Here the assessor is looking for an assessment of the relative worth of a statement, usually, but not always in qualitative terms.

- - Critique: You will be expected to offer a critical assessment on the utility or applicability of a theory or philosophy. Does it apply in some contexts and not others - if so why? Has it been supplanted by more recent theories offering fresher insights? In what ways are these theories superior? Has society changed in ways that make the theory less relevant than it once was, if so how and why?

Your responsibilities

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* print out a copy;

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Please ensure that you adhere to your responsibilities in relation to use of copyright materials.

5. Personal and professional development planning (PDP)

Would you like to learn how to manage your studies, your career and your life more successfully? Would you like to increase your motivation and reduce your stress levels? Would you like to increase your appeal to potential employers? Would you like to develop yourself as a desirable 21st century graduate?

As a student at Edinburgh Napier, you will be asked to carry out a number of activities that, at first glance, might not seem directly related to your academic studies. These will involve you in thinking not only about **wha**t you are doing and learning but **how** you are doing this and **what implications** this has for your personal success, both now and in the future. In higher education and in the workplace these types of activities are grouped together and described by the terms **employability** and **graduate attributes**.

Good quality personal and professional development planning (PDP) will involve you in developing an understanding of yourself so you can operate more effectively – in your personal life, your studies, and your career. It can also help you increase your chances of getting to where you want to be.

Why personal and professional development planning?

1. Employers are looking for people who have relevant subject knowledge and skills but who also have skills and attitudes that make them stand out from the crowd. They know that such attributes are key to successful careers, promotion and progression. In higher education we call this "developing your employability". See Edinburgh Napier's model at:
    http://staff.napier.ac.uk/services/sas/student_development/PDP/Documents/FinalisedSEM_2010%20Autosaved%20(2).pdf

    You will see that in the centre of the employability model is a range of Personal and Professional Development Planning Skills. Employers are looking for people who know themselves, who are able to identify and evidence their strengths and can show what and how they have learned over a period of time. They want people in their organisations who are capable of taking this approach into the workplace to become employees who will be self motivated and constantly seek to improve upon themselves and their skills. Personal and professional development planning in general is designed to encourage you to develop such skills and attributes.

2.	Research shows that learners, who develop such employability skills and attributes, including self-knowledge, self-questioning and self-evaluation, are also more successful as students at university. Personal and professional development planning is designed to help you to achieve your potential at every stage in your life.

What does personal and professional development planning involve?

Personal and professional development planning is a structured process that is undertaken by you - as a student - and supported by us - your personal development tutor, your lecturers and a wide range of other staff – to help you <u>regularly</u>:

- <u>Review</u> your learning, performance and successes to date.

- <u>Identify</u> recent examples of your activities and achievements that illustrate both your strengths and your areas for improvement.

- <u>Analyse</u> reasons for your successes and disappointments and how you can overcome them in the future.

- <u>Reflect</u> on your increasing self-understanding and developing personal development for use to benefit yourself and others with whom you live, study and work.

- <u>Plan</u> for your personal, academic and professional development,

- <u>Manage</u> your ongoing development, using the resources available to you.

- <u>Record</u> all of this in a way that best suits you to use now and in the future.

It really is true - the more you put into your own personal and professional development planning, including taking up the opportunities provided to you – the more you'll get out of it.

6. Academic regulations

The University has a set of approved regulations which apply to all programmes and set out the criteria for gaining an award from the University, the criteria for progression on a programme, and standards for assessment in a module.

You can find each of these regulations in full by visiting the **Student Portal** and selecting **Regulations**.

Section A: General Regulations

See especially:

A2   The University's general regulatory principles

A7   Assessment regulations

A13   Student responsibilities

Section C Regulations for Taught Masters Programmes

See especially:

C3   Taught Masters awards of the University

C4   Admission regulations

C5   Assessment regulations

C6   Continuation of study regulations

It is your responsibility to know and abide by the University Regulations

7. Assessment schedule

All modules have associated assessments. Details of these will be provided by the relevant module leader and will be documented on Moodle.

An assessment brief, provided by the module leader, will provide detail of the assessment, percentage weighting, and information on size and or time limits. You will also be advised on when and how the assessment should be submitted.

Please ensure you note the date of each assessment and add this to your diary.

8.   Coursework submission procedures

It is really important that you read and understand this section so that you are familiar with the standards set for presentation and content of assessed work.

Coursework should be submitted via Moodle.

Plagiarism Policy

The Business School policy on plagiarism can be found in Section 11 of this handbook. Please ensure that you read and understand this. If you have any doubts about what might constitute plagiarism you should raise your concerns with academic staff in order to seek clarification.

Late Submission

Coursework submitted after the agreed deadline will be marked at a maximum of P1. Coursework submitted over five working days after the agreed deadline will be given F5 (although formative feedback will be offered where requested)

If you know that you will not meet with a deadline due to exceptional circumstances you may wish to contact the appropriate module leader to apply for an extension.

It is your responsibility to check when your assessments are due and plan your work accordingly. Late assessments will be penalised. See Section C of the academic regulations, regulation C7.4.5.

9.   Style notes

Introduction

The following notes are intended to assist you in preparing work for submission. While there is no penalty specific to failure to follow these guidelines, coursework will be marked down for poor presentation or lack of clarity.

General presentation

If work is carefully presented, tidy, and easy to read, it will tend to get higher marks than work which is not. Module leaders who mark the assessments are human too! Assignments should be word-processed, preferably double spaced.

Include your matriculation number and module title on all work submitted. Retain a copy of all work submitted. Number all pages.

Assignments

Make sure you read the specification for the assignment thoroughly. They will vary in terms of format and word length. In some cases a suggested word limit will be given, in others the word limit will be mandatory, in which case you can expect to be penalised for work that is significantly over length. If you have any doubts on what is required, contact your module leader. Depending on the nature of the assignment, you may be required to use different formats for your answers, for instance, you may be required to write a conventional essay, a management report or carry out a numerical analysis. Whatever the type of question, it is vital to make sure that you provide an answer to it, rather than an answer to some other question that you would have preferred the tutor to ask! The marks allocation to a multi-part assignment is a good guide to the relative depth of analyses / length of answers required

Essay Format

A good essay has a logical structure; an introductory section that sets the scene, the main part where the issues are identified and discussed, and finally a summing up or conclusion. It is important to make the distinction between opinion, conjecture and fact. Opinion has no real evidence to support it. Conjecture is evidence-based, although that evidence may not be conclusive or related directly to the issue, nevertheless certain conclusions can be reasonably inferred. Fact is just that - it is hard incontrovertible evidence, commonly agreed and not subject to debate. Offering opinion as fact in essays will lead to loss of marks.

Report Format

Reports differ from essays since they are divided into headed sections. A typical report will have a 'problem solving' format with headings such as:

- <u>The Problem</u>: The significance of 'the problem' and why it is a problem to the organisation

- <u>Analysis</u>: What has been done to understand the problem better.....generation of potential alternative approaches to solving the problem

- <u>Evaluation</u>: Evaluation of alternatives against defined performance criteria

- <u>Recommendations</u>: Choice of preferred solution with justification for the selection made

Numerical Analysis

Finance assignments may require you to carry out some 'number crunching'. Accounts have to be laid out in a particular format. Make sure that you adhere to it. While you don't have to provide complete workings of how you arrived at a particular answer, you do have to show the module leader some evidence of the intermediate or specimen calculations. You will get most of the marks even if the answer is wrong, provided the tutor can see you were on the right track.

Referencing and Bibliography

At postgraduate level, we expect you to carry out additional reading for your assignments and to provide evidence of this reading at the end of the assignments in the form of references. Students are advised to use the Harvard system of referencing.

The Harvard system of referencing uses the name of the author and the date of publication as a key to the full bibliographic details that are set out in the References. When any author name is ***mentioned in the text***, the date is inserted in parentheses immediately after the name, as in Skinner (1970). When a less direct reference (i.e. they have commented on the area) is made to one or more authors, both name and date are bracketed, with the references separated by a semi-colon, as in several authors have noted this issue (Skinner, 1970; Dronal, 1968; Strack, 1973). When the reference is to a work of dual or multiple authorship, use Teddy and Henry (1978) or Teddy *et al.* (1976). If an author has two references published in the same year, add lower case letters after the date to distinguish them, as in Murry (1980a, 1980b). Where appropriate (i.e. a direct quotation, diagram, statistics or a table), page numbers should also be provided (Bealach, 1956: 56). Direct quotations of 40 words or more should start on a separate line and be indented.

Any assignment you submit must include a reference list, ***in alphabetical order***, at the end of the paper. The content and format should conform to the following examples:

<u>Book:</u> Murphy, S. (1989) *International Human Resource Management*. London: Macmillan.

<u>Multiple author:</u> Maurty, P. and Harty, F. (1999) *Global Business*. New York: Basic Books.

<u>Article in edited volume:</u> Dawn, S. (1989) 'Best Practice in Human Resource Management', in Enson, P., Scot, A. and Dursey, A. (eds) *Human Resource Management in International Firms*. London: Macmillan.

<u>Article in journal:</u> Garnish, B. (1986) 'International and Comparative Human Resource Management', *Comparative Human Resource Management*, 25 (1): 10-36.

<u>Internet Resource:</u> There is still some debate regarding how to reference Internet sites. However I would say please be as specific as possible when doing so and try to give any authors, organisations etc. involved in the piece as well as dates when accessed and web page address.

Remember the 'golden rule' <u>*if you cite, it reference it!!!*</u>

Guidance on referencing from texts, journals and electronic sources, and compiling a bibliography is available on the University website here:

https://studentportal.napier.ac.uk/Library/study/Documents/Postgraduate%20referencing%20guide.pdf

Use of Notes

Footnotes or endnotes can be used to provide <u>brief</u> supplementary information, which may be of interest to reader but are not essential for the argument.

Use of quotations

Quotations can be a useful way of illustrating key points or arguments but in general should only be used where the specific wording of the quotation adds value to the report. Care should be taken not to over use quotations or to expect these to make key points of argument – these should be in your own words.

Plagiarism Policy

The Business School policy on plagiarism can be found in Section 11 of this handbook. Please ensure that you read and understand this. If you have any doubts about what might constitute plagiarism you should raise your concerns with academic staff in order to seek clarification.

For detailed guidance on plagiarism, the following website provides a single point of reference for students who have questions or concerns about plagiarism, information on available resources and support, and other related issues:

http://www2.napier.ac.uk/ed/plagiarism/

10. Assessment criteria

Assessment Criteria

Assessment criteria will be provided with each individual assessment so that students can understand the characteristics of work at each level of attainment. Typically this will include criteria for written work

Taught Masters Programmes

Taught Masters Programmes are assessed on a 15-point grading scale with three overall grades of performance, Distinction, Pass and Fail, each sub-divided into five. The standard required for a Pass, Distinction or Fail is consistent across all disciplines. This is especially important because many programmes contain modules offered by a number of different schools and faculties.

F5	F4	F3	F2	F1	P1	P2	P3	P4	P5	D1	D2	D3	D4	D5
0-9	10-19	20-29	30-39	40-49	50-54	55-59	60-64	65-69	70-74	75-79	80-84	85-89	90-94	95-100

11. Plagiarism

Take the time to read thoroughly the guidance in '**Be Wise, Don't Plagiarise** on the **Student Portal**.

Plagiarism at Edinburgh Napier University is defined as the "unacknowledged incorporation in a student's work either in an examination or assessment of material derived from the work (published or unpublished) of another." This means that you may not use work from others and call it your own. Work in this context applies to any form of work, not only written work. It applies to music, art, audio and drama.

Plagiarism is considered a breach of academic conduct regulations and is considered a serious offence and is dealt with according to the University's Student disciplinary regulations and Academic conduct: Code of practice for staff and students.

Access to the Turnitin academic plagiarism system will be provided within the online module and this will allow you to check your work before submission.

Good referencing practice is the best way to avoid unintentional plagiarism and you will find help and resources about this on the **Be Wise, Don't Plagiarise** website. http://www2.napier.ac.uk/ed/plagiarism/

The member of staff in the School of Management responsible for managing plagiarism is David Lindsay, da.lindsay@napier.ac.uk

It is your responsibility not to cheat or plagiarise

If you are found to have cheated or gained an unfair advantage, you may fail part or all of your assessment and you may not be permitted to be re-assessed.

12. Academic support

For further information and advice about studying or assessments, there is a range of resources available to you.

- Dedicated MBA programme virtual learning environment (Moodle) - http://globalonline.napier.ac.uk/learn/

- See **Get Ready for University Study** at - www.napier.ac.uk/getready

- The **Library** contains many e-books on a range of study skills topics. Follow the library link on the student portal for further details. This website also contains information on **Maths Plus**, **Communication Plus**, the **student mentor system**, and **academic support advisers**

- Visit **Study Support** on the **Student Portal.**

13. Extenuating circumstances and student absence

Absence due to illness or other personal circumstances

Any absence due to illness or other personal circumstances should be reported to your Programme Director (Mammed Bagher) or Programme Administrator (Sheila Ferrier) as soon as possible, especially if you are missing classes or assessments as a result.

A medical certificate from your doctor is required for an absence due to illness of one week (5 days) or longer.

It is your responsibility to inform us if you are absent

Extenuating Circumstances

If, for good reason, such as illness, you are unable to submit work for assessment or sit TCA, or you feel your performance during an assessment has been affected due to personal circumstances, you must complete an **Extenuating Circumstances** form (EC1), found on the student and academic services page of the student portal. This allows you to explain the particular circumstances and without it Extenuating Circumstances cannot be granted.

You should note that Extenuating Circumstances will not increase your individual marks and if you pass an assessment you have submitted an EC1 form for that mark will stand.

Contact to your Programme Director or Programme Administrator to get help completing the EC1 form.

You can get the EC1 form by clicking on **Forms** on the **Student Portal**. This page also gives the **final submission dates** for the form.

It is your responsibility to ensure that your Extenuating Circumstances form is submitted by the required deadline.

14. Boards of Examiners and getting your results

<u>Boards of Examiners</u>

Boards of Examiners are responsible for making decisions about students' performance including decisions about progression and award. Within the modular scheme there are two types of Boards, Module Boards and Programme Boards.

Module Board of Examiners

The Module Boards of Examiners considers the module marks and submits confirmed marks to the relevant Programme Boards of Examiners. Recommendations are made regarding whether a student should be awarded a pass or fail in any module and the mechanisms for re-assessment.

Module Boards of Examiners meet up to four times in each session to consider module performance. These boards normally occur in January, May and August.

Programme Board of Examiners

The Programme Board receives confirmed module marks and recommendations on pass and fail and information from Extenuating Circumstances Boards. The Board reviews the students' whole performance across all the modules and makes decisions.

A Programme Board of Examiners will normally meet at the end of each of the three trimesters in the University's academic calendar.

<u>Results</u>

Your results can be accessed via the student portal. The publication dates of your results will normally be made available via the student portal.

The module results will be displayed on NIMWEB at the end of each trimester, however you should note that these results will be provisional pending the decisions of the Programme Boards of Examiners. If you do not successfully complete the assessments you will receive notification of the outcome of reassessment information by email.

Module Boards of Examiners do not take account of Extenuating Circumstances; these will be reported to the Programme Board of Examiners.

B	**University Information**

A - Z of university services

More information on any of the services listed in this section can be found on the **Student Portal** at https://studentportal.napier.ac.uk

If you have matriculated onto your programme and are unable to log in to the **Student Portal**, please contact C&IT Support Desk on +44(0) 131 455 3000 or ITsupport@napier.ac.uk

Advice & Guidance

It is your responsibility to speak to someone if you run into difficulties or have personal problems and there are many ways to get help, some of these are:

- ISAS (see Independent Student Advice Service)

- Student Advisers can offer impartial guidance that can help you if you are considering changing your course or withdrawing from university

- Personal Development Tutor (PDT) – personalised guidance in academic matters and information about where to go for specialist advice (contact details in Section A – Your Programme)

- Nightline is an independent listening, emotional support, information and supplies service, run by students for students and open at night when few other services are available and can be contacted on +44(0)131 557 4444.

Careers

Personal advice and guidance is available from our expert staff all year and our Ask Careers! online service is accessible from your PC. Whether you are planning for the future or looking for a part-time job whilst you study, click on Careers on the Student Portal and get in touch.

Counselling

Student Counselling provides counselling to support students who are emotionally upset or have personal issues causing them concern. The service provided offers students an opportunity to talk to trained counsellors in a confidential setting.

If you need to contact a Counsellor, please email support@napier.ac.uk or phone +44(0)131 455 2929.

Disabilities, Health Conditions and Specific Learning Difficulties

The Special Needs and Inclusion Team can help if you have a disability, health condition or specific learning difficulty for which you may need additional support at university. The team provides specialist information and advice and can help with arranging any support you need (including exam allowances), assistance with applying for Disabled Student's Allowance and can arrange assessments for dyslexia and other learning needs. Contact details are on the Disability section of the Student Portal.

Edinburgh Napier Students' Association

All Edinburgh Napier students, part time or full time, are members of the Napier Students' Association, which provides student activities and student representation. There are three elected Sabbatical Officers as well as a system of student reps from individual schools and programmes. For further information visit www.napierstudents.com

Faith, Spirituality & Chaplaincy

The University Chaplaincy provides spiritual and pastoral support to individual students or staff and guides and assists faith groups in organising and managing events. The Chaplaincy can be contacted via a 24 hour phone line on +44(0)131 455 2926 or by emailing enquiries@napierchaplains.org.

Fees & Finance

The payment of fees is the responsibility of the student and, in the event of a student's sponsor (government or other) failing to make payment, the student will be held personally liable for payment.

Fees and charges for each module are subject to annual revision and are due in full prior to enrolment onto the module.

If you anticipate any difficulty in paying your fees for your next module(s), you should contact the Programme Administrator (globalonlinesupport@napier.ac.uk) immediately.

Independent Student Advice Service (ISAS)

The Independent Student Advice Service (ISAS) offers a comprehensive and generalist welfare rights and education advice service. The service is funded by Napier Students' Association and is independent of the University. The aim of the service is to provide students with clear, accurate and objective advice and information so that you can make an informed choice regarding whatever options are available. The service is free, confidential and non-judgemental. Our advisers are all professional members of staff with many years experience of advising Edinburgh Napier students on issues such as student funding, budgeting, debt management, housing and employment rights, benefit entitlement, health and well-being, immigration, academic appeals, student discipline and complaints, student representation, University policies, facilities, services and programme-related enquiries. Contact +44(0)131 229 8791, email isas@napier.ac.uk and for more information see the 'Student Survival Guide' booklet available from NSA.

Information Services: Library and Information Technology

The University Library will be central to your studies, and it is important that you understand how to find and use the information you need for your coursework. The Library website contains information and guidance on resources and services including locating and accessing books, journals, and electronic resources.

Visit https://studentportal.napier.ac.uk/library for a full range of helpful information including guides for your own subject area as well as more general information about finding and using information, including how to reference material, carry out a literature search etc. via our In:form website.

Moodle

Moodle is the online environment we use at Edinburgh Napier University for supporting learning, teaching and assessment. Moodle integrates a number of features including access to electronic resources, communication, assessment and collaborative tools.

Once you have matriculated you will automatically be registered in the Moodle system and enrolled on to the modules and programmes that use Moodle. You can then access this by logging in from any computer with an internet connection.

Nimweb (see Personal Information)

Nimweb is where all your personal details – as well as your enrolment and assessment information - is managed during your time at university. Accessed via the Student Portal home page, it is your responsibility to keep your personal details up to date so make sure you notify us about any change of name or address. This is also where we publish your module results each trimester.

Personal Information

It is your responsibility to notify the university promptly of any change of address or change of name. This can be done via Nimweb by following the link to **Personal Information** from the Student Portal.

Regulations

It is your responsibility to know and abide by the relevant legislative Acts, University Regulations and Procedures. The following regulations and policies can be accessed via the Student Portal:

- Academic Regulations (Sections A-D)

- Extenuating Circumstances and Academic Appeals Regulations

- Learning Information Services Regulations

- Student Disciplinary Regulations

- Data Protection Statement for Students

- [Information Security Policy](#) and the [Computer Suites acceptable use policy](#)

- The University's Student Complaints Policy

- Scottish Credit and Qualification Framework

- The University's smoking policy

- Disability Policy

Student Cards

Your student card provides you with a means of student identification. If your card is lost, stolen or expired, please contact the Programme Administrator about getting a new one.

Student Portal

The Student Portal is your personal gateway to the University's online environment. It offers secure and easy one-step access to all online resources and systems available to help you with your studies and it is the tool that University will use to communicate with you. The Portal can be accessed 24/7 wherever you are in the world for access to:

- Moodle – the Virtual Learning Environment

- Your personal Edinburgh Napier University email account

- Secure areas for you to store your files on the University network

- The library system for finding information and using electronic resources

- Your own student records to matriculate on subsequent years, update your personal records and see your results

- Online payments

- NSA and departmental websites

- Communications, including University-wide news and events, NSA announcements and school announcements.

- My Site – your personal website which you can customise and upload documents and pictures to, to share with your friends. You can create your own area to collaborate on projects, set up surveys and discussions and much more.

Study Skills

Keep an eye on the Student Portal for online sessions on academic writing or critical thinking and much more.

You can also find lots of tips and advice about studying at Edinburgh Napier via our Get Ready for University study website.

More information on any of the services listed in this section can be found on the **Student Portal** *at* https://studentportal.napier.ac.uk

If you are unable to log in to the **Student Portal**, *please contact C&IT Support Desk on +44(0)131 455 3000 or* ITsupport@napier.ac.uk

Edinburgh Napier University is a registered Scottish charity. Registration number SC018373

C ▶ **Online Student Support**

<u>Moodle</u>

Moodle is the virtual learning environment which supports the delivery of the Global Online MBA programme at Edinburgh Napier University. It supports learning, teaching and assessment on this programme of study and integrates a number of features, including access to electronic documents, communication tools and assessment tools.

Once you have paid your fees you will automatically be registered in the system and enrolled on to the programme and the modules you have purchased. You can then access this by logging in through the Student Portal from any computer with an Internet connection.

If you have any difficulties with the learning environment then either 'Report a Problem' through the link at the bottom of any page, or contact the Programme Administrator : globalonlinesupport@napier.ac.uk .

Using the Moodle Learning Environment

All modules follow the same basic structure at the heart of which are two core publications:

1. The Study Guide, which is intended to introduce the subjects of the modules and to guide you through the study of the module. The Study Guides include simple Time Planners, and Reflective Exercises which allow you to record inputs that are stored and summarised through the Digital Work Books – a form of personal portfolio for you.

2. Core Reading Texts, which are the main set of materials for the subject of the module.

Both sets of publications are available through Moodle, but also as PDF downloads and for tablet browsing.

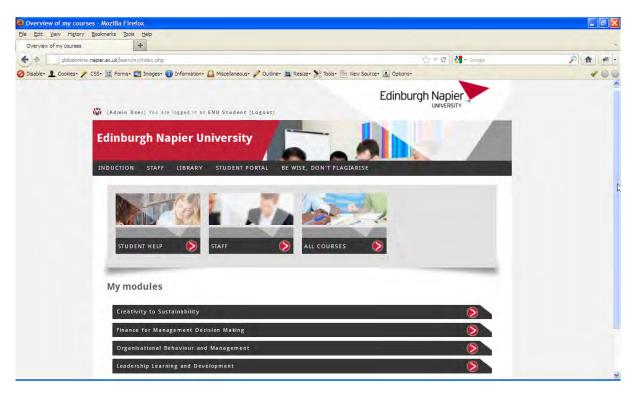These main publications are supported by a number of other components including

*   Narrated PowerPoint videos

*   Case Studies and solutions

*   Self Assessment Questions

- Virtual Office Hours, for real-time discussion with the Module Leader

- A 'My Groups' feature to enable you to start localised, self-help study groups with your fellow students
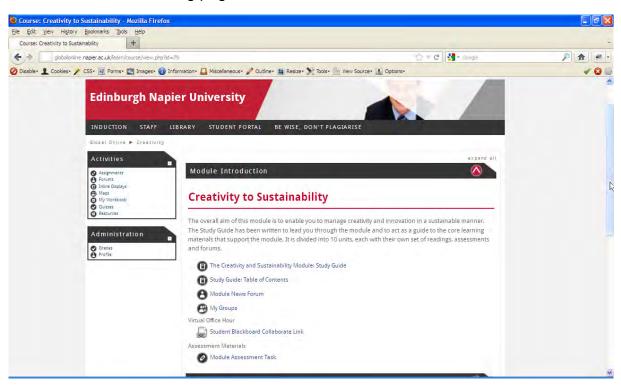
- Discussion Forums.

The Learning Environment is a web site with the address:

globalonline.napier.ac.uk/learn

You will need to log in with your university registration number and the allocated password (which you are free to personalise at any point). On log-in you will see your list of courses on your landing page:
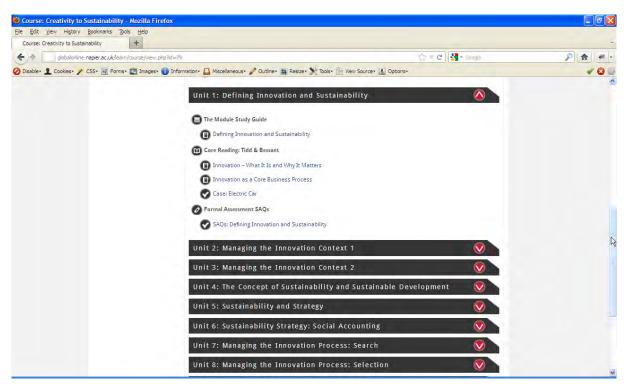

This page also includes links to key pages and information on the university web sites, including the Student Portal.

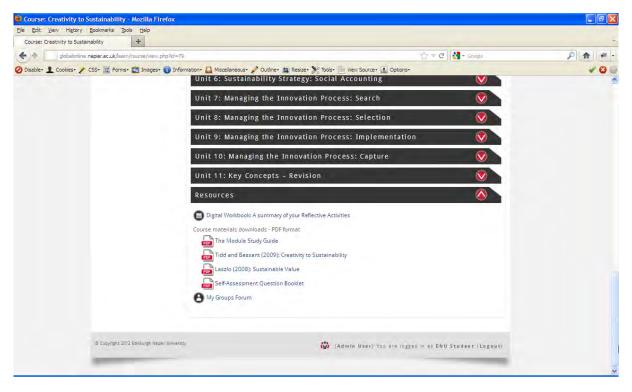All courses have a landing page that looks like this:

The Table of Contents block on the left shows the structure of the Study Guide, which is also directly available through the list of module components in the main window frame. There are also links to the 'My Groups' function and to the Virtual Office Hour.

Thereafter each of the module units follow a consistent structure:

This page is where you find access to the Study Guide, the Core Text, to Cases (if relevant) and to the Formal Assessment Progress Tests. There may also be a Discussion Forum for a unit. Links may be opened up in the same window or tab (the default), or into a separate tab or window if required.

At the foot of the page the 'Resources' point to the student's Digital Work Book and to the PDF versions of the Study Guide, the Core Texts and the questions in the Progress Tests.
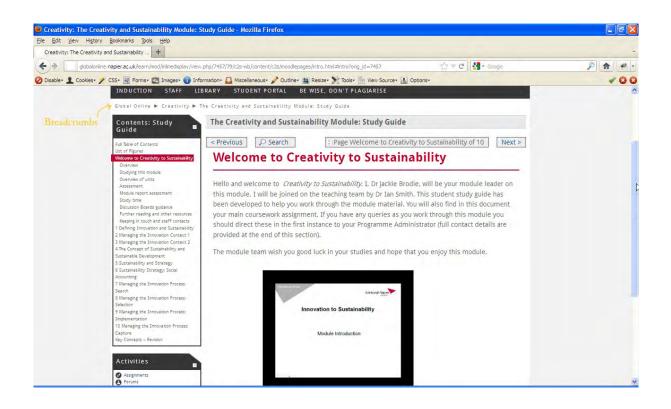

Navigation Features

There are a number of Navigation features to make the use of the environment as easy as possible. These include:
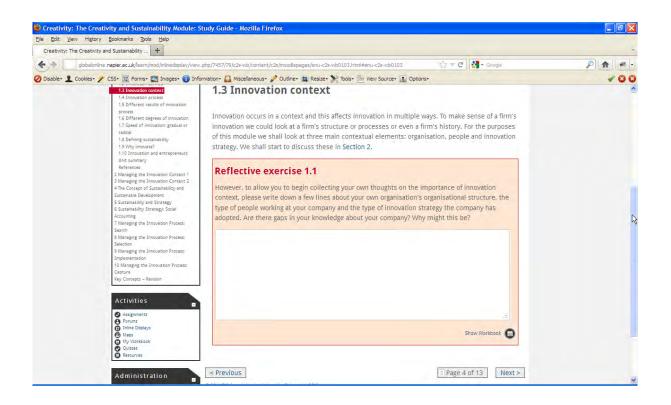
- A 'Breadcrumb' trail along the top of the page. The most common use of this is to get back to the top page for a module

- A 'Table of Content's block for navigation around the current publication on view – the default being the Study Guide.

- An 'Activities' block to allow the student to jump quickly to Quizzes, Forums, etc. All blocks are collapsible.

- Pages carry Previous and Next buttons, but also a navigational button to give immediate access to pages (by number) in the current chapter.

- Search – all publications are searchable by word or phrase. Search pops up a separate, small window with an input box to type in a word or phrase. Page links are returned for pages that contain a match, which is highlighted on the page when visited.
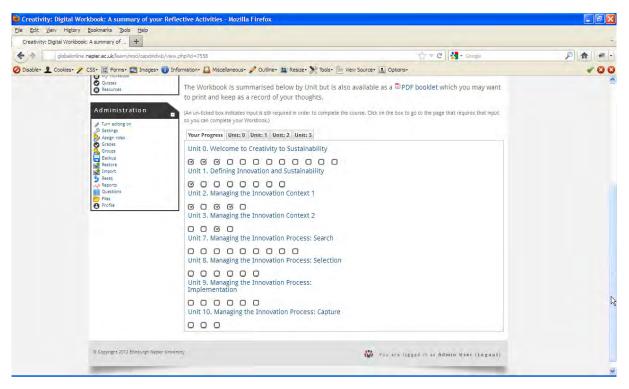
Digital Work Book and Reflective Activities

As you work through the Study Guide you are strongly encouraged to complete the Reflective Exercises in the units. These are there to ensure that you stop, think and jots down your view and/or understanding of a particular concept.

Reflective inputs are collated and summarised in the Digital Work Book (DWB), which can be printed off at any time as a PDF file (which is a useful publication when the student has completed the course and their revision). The DWB has a separate tab for each of the units, and a first tab that summarises the set of Reflective Activities and provides a navigable link to the activities for easy completion.

We trust that this handbook provides you with the necessary guidance to support you as you study with us online. If you have any questions however, please feel free to contact the Programme Administrator: globalonlinesupport@napier.ac.uk