COURSE HANDBOOK

Business
BA (Hons) Top-Up Degree

For admission in 2017/18

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Undergraduate Academic Year 2017-2018

Activity	Starts	Ends
Welcome Programme (Enrolment/Induction)	25 September 2017	
Autumn Semester and Year-long Modules begin	w/c 2 October 2017	
Teaching (Autumn Term)	02 October 2017	15 December 2017
Christmas vacation	18 December 2017	05 January 2018
Teaching (Spring term)	08 January 2017	23 March 2018
Assessments for Autumn Semester Modules	22 January 2018	02 February 2018
Spring Semester Modules begin	w/c 5 February 2018	
Easter vacation	26 March 2018	06 April 2018
Teaching (Summer term)	09 April 2018	04 May 2018
Examinations	14 May 2018	01 June 2018
Reassessments	18 July 2018	02 August 2018
January starters		
Welcome Programme (Enrolment/Induction for January Starters)	29 January 2018	
Teaching and Assessment Programme for January Starters	05 February 2018 09 April 2018	23 March 2018 03 August 2018
Easter Vacation	26 March 2018	06 April 2018
Examinations (for January starters)	14 May 2018	01 June 2018
Reassessment period (for January starters)	18 July 2018	02 August 2018

Undergraduate Term Dates

Term Dates	Starts	Ends
Autumn	25 September 2017	15 December 2017
Spring	29 January 2018	23 March 2018
Summer	09 April 2018	01 June 2018

Exact dates and deadlines available via FSB CONNECT

Your Course Handbook contains a wealth of information. It covers many of the questions you will have about your course and how to locate additional information, or advice.

For more detailed information you may need to consult other sources, including:

- University online Student Zone - for details of important university regulations and procedures. It also provides information on university life and the support services available. The online Student Zone can be accessed at: : http://student.londonmet.ac.uk/

- In addition to the university online student Zone, given that you are primarily an FSB student, do ensure that you fully explore the FSB Connect and be familiar with FSB's Policies and Procedures. Information at the FSB connect can be found at: http://portal.fairfield.ac/

The course specification (section 7.1 of this handbook) defines the key features of your course, its aims, structure and learning outcomes, and identifies all the modules you must study for your award.

This course is governed by London Metropolitan University's Academic Regulations: www.londonmet.ac.uk/academic-regulations. It is your responsibility to be fully aware of the regulations, which govern your studies as a current student at FSB. London Met provides guidance on most aspects of its Academic Regulations via its website. If you are unsure please contact your Programme Leader or your student support services team.

As a student at Fairfield School of Business, you also have to observe all the rules and regulations of the college stipulated in the formal agreement between yourself and FSB. You can find all relevant information on the College website: http://fairfield.ac/index.php

When you join London Metropolitan University and FSB as a student, you form a formal relationship and you become a member of our academic community. The terms and conditions given at: www.londonmet.ac.uk/termsandconditions govern the relationship between you and the University and it is your responsibility to read and understand this important information. If there are aspects of the terms and conditions that you do not fully understand please contact the student support services team. Other important policies that may apply during your study at the university can be found at: www.londonmet.ac.uk/universitysecretary

You should also note that occasionally, the details in this handbook, including the Course Specification, may be amended or revised, in order to improve the course.

We also encourage you to participate as a student representative throughout your studies (see Section 5.1). We welcome comments about the course, or any suggestions for improvements.

We wish you every success in your studies.

London Metropolitan University Student Charter

Following consultation with students and staff the University has reviewed and approved changes to its Student Charter to refresh its reciprocal expectations. This update reflects the key priorities embedded in our Strategic Plan 2015-2020 and the associated introduction of initiatives to support student achievement through the Peer Assisted Student Success (PASS) Scheme and new approaches to developing work experience and employment skills in undergraduate courses.

Staff and students work together to develop the Student Charter below which sets out the reciprocal commitments for our learning community. The University is committed to involve its students as active partners in shaping their learning and their futures in providing an excellent education.

A London Met student can expect ...	London Met students are expected...
• to be part of a real community of learning in London with diverse staff and students collaborating and working in partnership	• to engage with the London Met community of learning in a respectful, honest and constructive manner
• to receive excellent education provided by trained, creative and engaging teachers delivering up-to date courses	• to be prepared for and attend classes punctually, participate actively and respect the learning rights of other students;
• to gain access to real work experience and employment opportunities while studying to prepare you for your future career during your studies	• to be proactive and take advantage of these career development opportunities
• to have your opinions sought to improve teaching and services	• to tell us how we are doing so we can improve our services for you
• to receive coaching, advice and support on issues that are affecting your studies through our Student Support scheme and other guidance	• to be proactive and reasonable in seeking out support when you are in need
• to find the University welcoming, open and professional in all our dealings with you	• to be aware of and abide by the University's regulations and codes of conduct
• to be given, in the first 3 weeks of each module, clear explanations of what you have to do and how we will mark your coursework and exams	• to understand the objectives and purpose of your coursework and exams and plan your studies accordingly
• to receive written and/or recorded oral feedback on the first assessed course-work for your module within one week of the submission deadline and within two weeks for subsequent assessed course-work on your module thereafter	• to hand in your coursework on time, engage in feedback and incorporate it into your subsequent assessments
• to encounter innovative teaching using technology and flexible methods of delivery to support students' busy lives	• to engage in out-of-class work using our online facilities and normally to spend at least 3 hours on studying and preparing for each hour you spend in class
• to have access to excellent learning resources, academic support and high quality facilities and services	• to use a variety of resources available to support your studies
• to be engaged with in a respectful and honest manner, for us to listen to your feedback and have a fair and prompt complaints procedure	• to solve problems informally and locally first before using the formal University procedures
• to have access to a wide range of societies, events and sports activities facilitated by the University and the Students Union	• to take advantage of opportunities afforded by University life, the Students' Union and/or networks of peers

SECTION 1.1   FOREWORD

Programme Leader: Ms. Ozdemir

I take this opportunity to welcome you to the Business BA (Hons) Top-Up Degree and wish you every success with your studies. The aim of BA (Hons) Top-Up Degree is to equip learners with both theoretical and Practical attributes underpinning business management. The Top-Up Degree has been designed for those with a Diploma of Higher Education or Foundation degree in a relevant subject including those with relevant practical experience in the business world. Through a mix of taught modules, it will provide the opportunity for those working, or aspiring to work, in the business world to develop and test their knowledge and skills through the core modules, in order to inform their practice and enhance career choices.

Students will be able to make some choices of specialist areas they wish to study through assessment topics that enhance personal development including the practice-based project. Students' learning will be structured around the weekly contact time with the teaching team during the first semester for two core modules and will be complemented by the students' independent work based on the guidance supplied in lectures, group work, tutorials and interactive workshops. In addition, students will take a yearlong (30 credits) practice-based module. Enquiry-based learning and problem-based learning will be used to help students to comprehend theoretical concepts. Students will be required to engage continuously and constructively with all the modules.

The modules documentation is available on FSB Connect, and is accessible online at any time. Please familiarise yourself with these. Also note that copies of lecture handouts and other material, such as case studies and assignments, will not be issued to individuals in the interests of environmental management.

This is an exciting time to be a student at FSB as we continue to grow and enhance our programmes. The next few months will be a time of exciting challenges as well as academic and personal growth for you. I encourage students to fully embrace and take full advantage of the rich learning environment available at FSB.

I wish you the very best of luck for the future and hope you will enjoy your course with us and that your experience here will be a success.

My contact details are:

Fairfield School of Business, Business Department, 4 Katharine Street, Croydon, Surrey, CR0 1NX
Telephone line: 020 8681 8305. E-mail: dhan.chooramun@fairfield.ac

1.2 Introduction to FSB

Fairfield School of Business (FSB) offers unique opportunities for innovative education and research. Since its inception, we have increased our number of lecturers and increased our student body to meet the increasing demand for highly educated graduates. Our students are not only well prepared for continued education, but are also sought after by many of the top companies and major universities. We take pride in our extraordinary students and in our graduates who have excelled, and continue to excel, in many different places across the United Kingdom and throughout the world. We take pride in our faculty and staff who are working hard to ensure the best quality education for our students.

1.3 Introduction to your Course

What is the BA Top-Up?

The BA (Hons) Business (Top Up) is a level 6 higher education programme based on the philosophy that the management development of business professionals should be incremental. Therefore this course aims to build on the grounding in varied disciplines that will have been studied prior to admission to the Top-Up.

The course encourages students to develop the skills and competences relevant to their roles as future managers, in order to enhance employability, including interpersonal and transferable skills. To achieve this, the course is designed to enable students to identify and analyse appropriate techniques that are applicable in making management decisions at a strategic level as well as at tactical and operational levels. The course emphasises the requirements and challenges faced by business leaders and managers, taking into account the complex, dynamic and integrated nature of various factors which impinge upon management decisions.

Modular Structure

This course is at Level 6 and includes five taught modules in:

- Business Strategy,
- Business Operations,
- Issues in Human Resources Management,
- Business Futures, and a
- Research Methods and Project module.

Modules are delivered through a combination of lectures, group tutorials, workshops, practical sessions led by industry experts, seminars, field trips, and revision and feedback sessions.

The lecture sessions focus on the theoretical underpinnings of the course whereas group tutorials focus on the application and analysis of these using a variety of means including case studies, problem solving and simulations, which together stimulate healthy academic debates. Articles from various magazines and journals will be used in addition to directed reading from text books and online materials/webinars of relevance.

The teaching and learning sessions for this course take place in well-equipped classrooms and IT Labs equipped with audio-visual support. The IT Labs are equipped with a wide range of software relevant to the students' study, all of which allow students to rehearse practical aspects of the syllabus and promote a simulated working environment.

The College has relevant learning resources available to students for reference. These include all recommended textbooks, academic journals, trade journals, magazines and online lecture materials. In

addition, the campus has Wi-Fi facilities allowing students to access the Virtual Learning Environment (VLE), which is equipped with e-library and online learning resources.

Assessment

Formative, summative and self-assessment and reflection are all part of the assessment strategy for this course. All summative assessments are internally moderated and assess performance against the aims of the module and its learning outcomes. These are also externally scrutinised in accordance with the University's Quality Assurance (QA) and Quality Enhancement (QE) procedures.

The course and its modules are aimed at developing a broad range of skills among students including skills and abilities that are highly desired for success in business. Therefore the assessment within modules uses a range of assessment vehicles including coursework, examinations and project work. Students are expected to produce essays, reports and a portfolio for coursework, to deliver presentations and assessed seminars, and to demonstrate effective teamwork and their ability to work with different media and complex multidisciplinary concepts.

The Research Methods and Project module enables students to develop an in-depth understanding of a particular research problem and to determine potential solutions.

After the course

Students who successfully complete the BA (Hons) Business degree can progress their careers the business world. Others may opt to further their studies by progressing to a postgraduate degree.

BA (Hons) Top-Up Degree Programme Structure Outline

Course Code	Title	Level	Time - Weeks	Credits
BA6001	Business Operations	6	30	30
MN6008	Business Strategy	6	30	30
MN6062	Business Futures	6	15	15
HR6056	Issues in Human Resources Management	6	15	15
MN6P09	Research Methods and Project	6	30	30

The Course Specification (Section 7.1 of this handbook) defines the key features of your course, its aims, structure and learning outcomes, and identifies all the modules you must study for your award.

All undergraduate courses are governed by the University's Academic Regulations www.londonmet.ac.uk/academic-regulations . It is your responsibility to be fully aware of the

regulations, which govern your studies as an undergraduate student of the University. We provide guidance on most aspects of the Academic Regulations via our website, including our online Student Handbook; if you are unsure please contact your Student Support or ask your Personal Academic Tutor. Your course may have some additional course specific regulations or may be governed by a Professional Body. Where relevant, these are included in paragraph 30 of the Course Specification (Section 7.1) of this Handbook.

When you join London Metropolitan University and Fairfield School of Business as a student you, the College and the University form a formal relationship and you become a member of our academic community. The terms and conditions given at: http://student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/ govern the relationship between you the University and it is your responsibility to read and understand this important information. If there are aspects of the terms and conditions you do not understand please contact the University Secretary's Office.

Other important policies that may apply during your study with the University can be found at: http://www.londonmet.ac.uk/universitysecretary

Section 7 sets down the key features of your course, including your Course Specification. Your Course Specification may have a work placement as a compulsory element, or you may be able to choose it as an optional module. The placements aim to enhance your work based skills and to enable you to bring these reflections productively to bear on your studies.

SECTION 2   Undergraduate Degree Courses

2.1   Key features of Undergraduate Degree Courses

London Metropolitan University undergraduate degree courses, delivered by FSB, are part of a common credit accumulation system. Students build up the credits needed for a degree module by module and must successfully complete the requirements of each level before progressing to the next. Standard modules carry 30 credits and a degree comprises 360 credits.

Your Top-Up degree course is organised into a final year of delivery at the following level:

Level 6 is the most advanced undergraduate level. Modules are designed to develop and test independent judgement and critical awareness and to develop an enquiring, analytical and creative approach to learning. You are expected to recognise relationships in what you have learned, to synthesise and integrate information and to view your subject(s) of study in a broader perspective.

You carry out individual research projects and activities in preparation for employment or further study on postgraduate or professional courses. As part of the compulsory (core) Project module, you refine your personal development planning activities to aid application for employment or further study.

Level 6 modules are normally studied during the third year of a full time Honours Degree course.

The academic year is split into three terms, with 30 weeks of contact with lecturers. The Autumn term runs from September to December, the Spring term from January to March and the Summer term from April to June.

Your Top-Up degree contains a number of core modules, which are compulsory. Option modules are designed to provide opportunities for adding breadth and depth and can, in some cases, be chosen from a wider list that includes broad based '*Extension of Knowledge*' modules or opportunities to acquire language skills. The structure of your modules and which are compulsory/optional is contained in your Course Specification (see Section 7.1).

2.2   Credit for previous learning

If you already hold a qualification (for example from another university), that may exempt you from part of your course, you may apply for Accreditation of Prior Certificated Learning (APCL). Similarly, if you have undertaken work, paid or voluntary, that has resulted in learning skills or knowledge equivalent to a module you will be studying, you may apply for Accreditation of Prior Experiential Learning (APEL). Collectively these are known as Accreditation of Prior Learning (APL). If you wish to claim for APL please contact your Programme Leader in the first instance.

2.3   Module registration, course planning and approval

As a new student you will probably have already seen your personal timetable on-line and the structure of classes will be described as part of the Induction Programme, which will include the times and rooms for lectures, seminars and other taught classes. Please get in touch with your Programme Leader if you are not sure where you should be going.

If you need advice or support in planning your programme please contact your Student Support in the first instance. You may be referred to your Personal Academic Tutor, if required. Once your programme is confirmed an individual personal timetable is generated for you and can be viewed on-line. You can check your list of registered modules on-line using FSB connect (Section 4.4 below). You can attend only those modules for which you have registered and if you miss the registration deadline you may not be allowed to undertake those modules. Once registered there is a very limited opportunity (i.e. no later than the end of week

2 of the academic year) in which to change, or withdraw from, modules. These rules minimise disruption and aid planning.

It is your responsibility to ensure you have an approved programme of study, which, for full time students, will normally consists of 120 credits per year.

SECTION3   BEING A STUDENT

3.1   Induction Programme Checklist

Following your Induction Programme and Course Introductory Meetings, you should check that you have received the following:

- ☐   an ID card (including library number and computer network username)
- ☐   a programme of study confirming your registered modules
- ☐   a personal timetable
- ☐   the location of your main Library and IT facilities
- ☐   the name of your Academic Liaison Librarian
- ☐   the name of your Personal Academic Tutor
- ☐   the name of your Course Leader

If you miss your Induction Programme you still need to obtain all of the above items. There will be a Late Induction session. Contact your designated Student Support to ensure that you know what to do and where to go. It is very important that you complete the enrolment process as this is what activates your status as a student and ensures, for example, that you appear on your module class lists.

3.2   Your first Term

For the current academic year classes commence either on the 25th September 2017 or on the 28th January 2018, depending upon your date of enrolment. Your timetable will list all the classes that you are required to attend.

You will meet the module lecturers, who will deliver the main lecture for the module, and your module tutors, who will take your group tutorials/seminars/workshops. During the first term you will also meet your personal academic tutor (refer section 4.7).

3.3   Attendance, academic engagement and employment

In order to succeed on your course you should attend all classes and attempt all assessments; indeed FSB requires this of you. Whilst some absences may be unavoidable you should always let your module lecturer know in advance and you must to catch up on what you have missed.

Attendance at classes is recorded and reviewed on a regular basis. You can view this via your FSB Connect. If you miss too many classes your Module Leader can withdraw you from that module. If your attendance is not satisfactory over your whole programme you risk having your enrolment terminated.

3.4 Your Timetable

Provided that you enrolled at the required time your timetable will be available on-line and the structure of classes will be explained during your induction programme. Your timetable will change each term and will be available after you have re-enrolled. If you do not have a complete timetable, please contact the FSB Registry without any delay.

3.5 Studying

Your course will provide opportunities to learn new skills and acquire knowledge in relevant subject areas. To make the most of the opportunities available you need to organise and plan your learning to help you manage your time effectively.

Undertaking academic study at level 6 may be different from your previous HND study experiences. Assessment is a key aspect of this learning. Successful completion of coursework and examinations is crucial to the achievement of an award at the end of your course. There are various types of assessment. Modules often involve a combination of examination and coursework or presentation. It is important that you understand clearly the various expectations and deadlines for each item of assessment. Every module has a Module Booklet, which explains how and when you will be assessed.

You must attend **all** timetabled classes and you will also need to study in your own time. You should expect to spend 10 hours per week on each module, making a commitment of approximately 40 hours per week for a full-time student, which should be planned in your diary. Please be respectful of the learning environment and remember to switch off your mobile phone **before** entering classes and study areas.

Be prepared for lectures and tutorials by doing any reading or exercises in advance. Always make notes. Review these after the class and if there is anything you do not understand, ask your lecturer.
Check assignment deadlines and examination dates, note them carefully in your diary and begin assignments in good time. You will enjoy researching and planning your work if you allow yourself plenty of time. Make sure that you understand what you need to do and plan how you will tackle it. If anything needs clarification, seek advice from your module lecturer.

> **In summary:** *plan your learning strategy; allocate enough time; attend all of your module lectures, tutorials and other sessions; start assignments well in advance; seek advice and help when you need it; use the learning resources offered; and, enjoy the learning experience!*

3.6 Feedback on your assessments

Assessment feedback is a critical part of your learning experience and supports successful achievement on your course. Feedback can be:
- diagnostic – it provides an indicator of your aptitude and preparedness for study and can identify your strengths and areas for improvement.
- formative – it provides you with feedback on progress of your work. The work may or may not contribute to the overall module grade.
- summative – it provides comments in respect of your performance in relation to intended learning outcomes and requirements for a piece of assessment.

During your course you will probably receive feedback in a number of ways:
- in teaching sessions to the whole class or to you individually;
- orally or in writing;
- written using a feedback sheet on your work;

- via the online FSB Connect;
- during the module as well as at the end.

You are entitled to receive feedback on all assessments. For assignments submitted during the module – especially where feedback can be delivered within timetabled class sessions - the module team will help you to understand how to improve future submissions. For end-of-module assignments feedback may be given on-line but you can request a meeting with your module tutor to help you understand why they have awarded the grades you received.

All arrangements for coursework and feedback return will normally be stated in *Module Booklets*. This should include:
- due dates for coursework submission;
- dates when coursework feedback will be distributed in class;
- dates when coursework feedback can be collected from the module lecturer or your Student Support;
- the format by which assessment feedback will be given;
- the process by which end-of-module coursework can be collected following the publication of the results .

Online Feedback:

Feedback for coursework submitted online will be made available on FSB Connect unless otherwise specified by your lecturer. Online Feedback can be accessed via the 'My Feedback' link on the Online Assessment page in your module. You can find more information about Online Submission and how to access your feedback in the 'Online Submission Help' section on FSB Connect.

Marking and grades
The University provides you with marks and grades for the work that you submit for assessment. At module level, each component of assessed work is assigned a percentage mark with a pass/fail threshold at 40%. The detailed requirements for assessment on each module are specified in Module Booklets, together with indicative assessment criteria associated with different levels of performance and results. Modules are marked on the following basis:

70% and above	First class honours standard
60% - 69.99%	Upper Second class honours standard
50% - 59.99%	Lower Second class honours standard
40% - 49.99%	Third class honours standard
0% - 39.99%	Fail

Module marks are calculated to the nearest whole number from the appropriately weighted marks for each assessment component. However when determining awards, which are calculated from the applicable module marks (not normally all module marks), with extra weighting for final year module marks, the overall mark for your award is calculated to two decimal places.

At the end of each teaching period module results and awards are confirmed by Assessment Boards (Subject Standards Boards and Awards Boards). Assessment Boards uphold the academic standards of your course and ensure that each student is treated fairly and equally through the assessment process.

3.7   Building Careers

Your future employment is important. We prepare you for transition to employment by providing you with opportunities to develop the qualities and skills that employers need, and to train your mind to deal with complex questions. You will have the chance to develop teamwork, communication and presentational skills throughout your course.

You need to be effective and adaptable in challenging times, so we offer *career planning services* and lots of opportunities to develop yourself to get you on the job ladder. To facilitate this further our Student Services organise recruitment fairs, where you have the opportunity to meet with employers directly. To see more details on how we prepare you for employability visit: www.londonmet.ac.uk/buildingcareers

FSB also has a similar approach, as stated above. Please contact either our student support services team or the work placement unit for more information on career advice and progression.

4.1   Your University IT Account

You use the same IT account to access all University IT systems and Library electronic resources. Your account name is printed at the top of your student ID card that you receive at enrolment and is 7 characters in length (e.g. ABC1234). Your password (which you would have already used during pre-registration) was initially set as your date of birth (DDMMYYYY) so, if you have not already done so, please do change it to something more secure at: https://password.londonmet.ac.uk.

In addition to your university IT account, you will also be issued with similar resources here in FSB, for example, you will have an FSB ID and an IT account giving you access to wide spectrum of resources including your virtual learning environment and online material (VLE).

4.2   Communication

We do our best to keep you informed of what you need to know at all times. We use the Web to provide much of the information you need so it is essential to familiarise yourself with the FSB portal. At other times we will use email to contact you so it is essential that you check your college email on a regular basis.

Your Contact Details
We will be contacting you from time to time either by letter, phone, or email, perhaps to arrange a meeting, to provide you with information, or to respond to a query. It is therefore **essential** that **you** keep your contact details up to date on your student FSB connect account.

4.3   Evision and FSB Connect

Evision is the University's online facility that allows you to access your personal student record, and is where you print your coursework submission sheets and other forms that you may need. You also re-enrol via Evision and view information showing your attendance at classes. You can view your:

- Personal and contact details (can be updated online)
- Registered modules
- Enrolment and progression
- Details of your Personal Academic Tutor

- Tuition fee details
- Record of coursework deadlines and submissions
- Mitigating Circumstances and appeals decisions
- Module results (available from notified date of publication)
- Details of final award

FSB Connect is FSB's online facility that allows you to access your personal student record, and it is where you print your coursework submission sheets and other forms that you may need.
For more information please check: FSB Connect: http://portal.fairfield.ac/

4.4 Programme Leaders

Programme Leaders are the main contacts for personal academic advice, including programme planning and approval, and are also responsible for the day-to-day organisation of your course. They support systems for positive student engagement, achievement and progression and are also a source of valuable advice for other matters and should be the first port of call if problems arise. They are able to:
- provide you with academic advice on all aspects of your studies and progress
- explain the implications of assessment results and associated feedback on your academic performance
- advise you on managing and planning your studies;
- refer you to student services for support regarding personal problems, housing, health and finance. You can use email for appointments or queries.
-
  Email is a good way to ensure that your message gets through and can result in a rapid response; though it is not realistic to expect an immediate response as many staff have to manage quite high volumes of email traffic. You will find the email addresses of module tutors in module booklets. Email is particularly useful for queries that are simple and straightforward. It is not a good medium for complex and detailed matters or for lengthy discussions, which are best pursued in a tutorial or personal advisory session.

4.5 Module Leaders

Module leaders are members of academic staff who lead the modules contributing to your programme of study and are key to your learning experience. They should be your first port of call for academic advice on any topics you do not understand following a lecture or seminar. All module leaders have "office hours" – these are set times during the week when they are available for consultation.

4.6 Academic Support and Personal Tutors (PTs)

As part of our absolute commitment to student experience and achievement every student is allocated a personal academic tutor (PAT). PATs ensure provision of effective systems for student support to enable positive student engagement, achievement and progression. The PATs work throughout the year and are supported by teams of course administrators, who also provide Academic Registry services.

5.1 The FSB student union aims to develop and maintain meaningful, imaginative, reciprocal and sustainable relationships with our students in and out of the classroom in an effort to engage students, enable a free and independent **student voice**, contribute towards their educational journey whilst in the college and foster success during their studies and beyond".

Students select their representatives and conduct a Student Election to choose their President, Vice President, Secretory and Course Representatives. The Student Union coordinator facilitates the student election and administration of all union elections. The Student Union arranges external speakers and events for the students.

The duties of the Student Union **President** are as follows:
- Preside over all executive and membership meetings
- Externally represent FSB and its members at all times
- Be a member of the union and ensure that decisions made are implemented
- Ensure that all officers of the Union compile a written report after served tenure
- Oversee the actions and duties of all other officers
- Act reasonably in all matters, and in the best interests of the Union
- Maintain all legal documentation relating to the Union, including the constitution, the union code of practice and all legal advice

Vice President

The **VP**s duties will be as follows:
- Deputise for the president in their absence
- Take the lead in understanding and representing the student experience (s) of the student union's members.
- Set the direction for the student union strategic plan and be responsible for the delivery of improvements.
- Act reasonably and prudently in all matters, and in the best interests of the union.
- Briefing Course Representatives

Secretary

The Secretary's duties will be as follows:

- Keep accurate records of activities and meetings
- Write and distribute meeting minutes for each meeting
- Keep records of communications and correspondence
- Up to date information from every member of the Student Union

Course Representatives' duties are as follows:

- Attending Union meetings
- Passing information to the students after confirmation from the Union Raise students issues and problems regarding studies or the college to FSB management

- Solving students' problems in consultation with the Union.

Code of Practice for Student Union

The code of practice is approved by the FSB Executive Committee in accordance with its Student Union Code of Practice, pursuant to the requirements of clause 22(3) of the Education Act 1994, which requires that the governing body of FSB shall take such steps as are reasonably practicable to secure that the union operates in a fair and democratic manner and is accountable for its finances.

5.2 Programme Committee:

Student Representatives will participate in Programme Committee meetings to express their views about the management of the programme, and the content, delivery and assessment of modules, in order to identify appropriate actions to be taken in response to the issues raised and to ensure that the implementation of these actions is tracked.

5.3 Students' views on modules and courses

Students' views are obtained by a variety of means such as focus groups and web-based questionnaires. While staff welcome informal feedback from students, Module Leaders produce formal monitoring reports (MMRs) which cover areas such as teaching, student feedback and assessment. Reports and action points agreed are available from both module and course reviews.

SECTION 6   YOUR A-Z ESSENTIALS

6.1   Academic Resource Centre

Your dedicated Librarian can help you acquire valuable information literacy skills which will enable you to locate, retrieve, evaluate and use the most relevant resources for your research for specific assignments and projects. They publish guides and online tutorials to resources specific to your subject area which are a good starting point when you need support.

Additionally, LondonMet has an open source called Library Matters available on WebLearn for London Met students. Library Matters will help you learn how to find, evaluate and use the information you need for your studies and assessments. You can dip into different sections or follow the order of the course sections. No need to log in or create an account.

To access Library Matters go to:
http://tinyurl.com/or855sj

To access subject guides and find your Academic Liaison Librarian go to: http://bit.ly/subjectresources

At FSB, the Learning Resource Centre provides quiet areas where students can work, either to conduct research or write up assignments. There are computers available which allow students to search the internet, access lecture notes, write and submit assignments and check email accounts. Students can also bring in their own laptop and connect to the School's WI-FI network. Furthermore there are several study desks and lockers available to provide safe storage during the day.

FSB Library opening hours

Monday-Thursday: 9:30am-8:00pm
Friday: 9:30am-7:00pm
Saturday: 9:00am-5:00pm
Sunday: CLOSED

6.2   Academic Misconduct

You are responsible for ensuring that all work submitted is your own, and that it is appropriately referenced. Neither the University nor FSB tolerate cheating of any kind. You are strongly advised to familiarise yourself with the Academic Misconduct Procedures, which list a range of categories of academic misconduct and associated penalties, covering instances of academic misconduct (plagiarism, collusion, exam cheating). From the outset of your studies you should receive information and guidance on referencing conventions and group work activities to ensure that you do not contravene the University's Procedures.

An interactive guide on preventing plagiarism containing student views on plagiarism, interactive demonstrations on how to reference and quizzes can be accessed at:
http://learning.londonmet.ac.uk/TLTC/learnhigher/Plagiarism/

Further information can be accessed at:
www.londonmet.ac.uk/academic-misconduct

6.3 Academic Regulations

We provide guidance on most aspects of the Academic Regulations via our website, including our online Student Handbook; if you are unsure please contact your Student Support or ask your Personal Academic Tutor. If you wish to access the University's Academic Regulations, they can be found at: www.londonmet.ac.uk/academic-regulations

6.4 Assessment Board Appeals

There are only two grounds on which students may appeal against the outcome of an assessment board decision. These are specific and an appeal may not be made in respect of an academic judgement. The University operates a strict 10 working day deadline for submission of appeals, following the publication of the result(s) concerned.

FSB's Academic Appeal policy is available at: http://portal.fairfield.ac/mod/glossary/view.php

6.5 Communication

We do our best to keep you informed of what you need to know at all times. We use the Web to provide much of the information you need so it is essential to familiarise yourself with the University website. At other times we will use email to contact you so it is essential that you check your University email on a regular basis.

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6.6 Complaints

FSB is committed to providing a high quality service to its learning community. If you have concerns about the service you have received we want to hear about it. We will use your feedback as an opportunity to help you and to learn how we may improve our service. Further information about how to make a complaint refer to FSB's Students Complaints policy which is available at: http://portal.fairfield.ac/mod/glossary/view.php

6.7 Counselling& Personal Development

FSB has a fully staffed Student Support Team and are available to all students who may require additional information and support including advice on physical disability and or learning needs. For additional information please read section 6.12 in this handbook.

6.9 Coursework Extensions / Mitigating circumstances

FSB defines 'Mitigating Circumstances' as the taking into account of any circumstances which were not within the foresight and control of the student and which the College believes might adversely affect the academic performance of a student during the assessment period for which they are claiming. Mitigating circumstances may include illness or personal problems such as a serious medical condition, bereavement, trauma, or other miscellaneous reasons such as jury service.

A student who is unable to submit a mitigating circumstances claim by the assignment submission deadline will within 48 hours of that period, submit a written declaration of intent to do so with the Exams Office, who may impose a time limit for the submission of the full claim. Any mitigating circumstances claim submitted beyond these limits must include reasons and evidence showing why,

through no fault on the part of the student, the request could not have been made within the time limit. If, in the opinion of the relevant Officer, these reasons are not valid, the mitigating circumstances claim will be rejected summarily and the student will be informed in writing of the reasons. Any such decision will be made within two working days of receipt of the mitigating circumstances claim.

FSB's Mitigating-Circumstances-Policy is available at: http://portal.fairfield.ac/mod/glossary/view.php

6.10   Coursework Submission

Please make sure that you are fully familiar with FSB's course submission guidelines. All submissions must be made via FSB Connect. This is the only method available for submitting your work. If you are not sure how to submit your coursework and/or you need help please seek advice from your lecturers, library staff, student support services or IT Support. There may be reasons why you will not be allowed to submit your assignments such as non-payment of fees, academic suspension etc. Please do not ask any staff member to accept your assignment via email, softcopy or hardcopy as it will NOT be accepted and will therefore not be marked.

Loss of a USB stick, hard disk failure, password protection, corrupted files, non-standard file format etc. will not be accepted as an excuse for non-submission, or late-submission. Make sure that you have a single file in a compatible format (i.e. PDF or MS. Word) or as instructed, if otherwise.

If you are using your personal equipment (e.g. Laptop, handheld devices etc.) to upload your work, you must ensure that your equipment is functioning and the work is submitted by the deadline.

 Although some submissions are available till 11:59pm, FSB will not take any responsibility for work submitted after 3:00pm, any problem in relation to uploading your work must be reported before 3:00pm in person.

6.11   Criteria for Awards

The Undergraduate Awards Framework, the list of all of the University's undergraduate awards, can be found at the beginning of Section 3.1 of the Academic Regulations. Section 3.2 of the Academic Regulations details the minimum criteria for passing and achieving particular classifications within each type of undergraduate award.

6.12   Disabilities and Dyslexia

FSB is mindful of the UK Equality legislation, including the Equality Act 2012, and will observe its duties accordingly. The Equality Act 2012 defines a disabled person as someone who has a physical or mental impairment that has a substantial or long-term adverse effect on his or her ability to carry out normal day to day activities and this includes individuals with HIV, multiple sclerosis, some cancers and dyslexia.

Students who declare dyslexia will be asked to produce a report, written by a suitably qualified practitioner, to confirm the dyslexia. Professional dyslexia support (usually via an external agency) is only available to students via the DSA entitlement. Information entrusted to staff will be treated as confidential and only shared with colleagues on a 'need to know' basis. All student information is protected under the Data Protection Act. FSB's student support & disability policy is available at: http://portal.fairfield.ac/mod/glossary/view.php

Student Support Officers are available, during teaching weeks, at the following times:

Monday, Wednesday and Thursday   9am – 5pm
Tuesday   9am – 8pm

 (During non-teaching weeks the service is available Monday to Friday 9am – 3pm)
E-mail: studentsupport@fairfield.ac
Telephone: 02086818305

6.13   Enrolment and Re-enrolment

Enrolment is an annual process. The first time you enrol you will need to provide evidence of your identity. You will also need to pay your tuition fees or demonstrate how these will be paid.

The Student ID card will be provided by the IT department. If you are studying on a part-time basis over more than one academic year or need to return to complete your studies, you will need to re-enrol online usually from early August. Re-enrolment is necessary for your ID card to be reactivated for the new academic year. There will be a deadline for this so it is important that you complete this before the start of the next academic year. You will need to register modules before you re-enrol.

6.14   Examination Papers

Most past examination papers, except those for the summer reassessment period, are available online at: www.londonmet.ac.uk/coursework-exams

6.15   Examination Timetable

Examination periods are detailed in the Undergraduate Academic Year found at the beginning of this Course Handbook. Speak to your lecturers for more details about all assessments deadline.

6.16   Evision

Evision is the University's online facility that allows you to access your personal student record, and is where you print your coursework coversheets and other forms that you may need. You also re-enrol via Evision and view information showing your attendance at classes. You can view your:

- Personal and contact details (can be updated online)
- Registered modules
- Enrolment and progression
- Record of coursework deadlines and submissions
- Mitigating Circumstances and appeals decisions
- Module results (available from notified date of publication)
- Details of final award

For more information please check: www.londonmet.ac.uk/evisionn

6.17   Libraries and Special Collections

In addition to the FSB libraries and online facilitates that also include an extensive online library, you have access to the LondonMet libraries located at Aldgate and Holloway Road. Both libraries house computers and comfortable informal learning spaces and a large range of up-to-date information and resources. The electronic resources include e-journals, e-books, and databases, which are also accessible outside the University, via the library catalogue at:
http://catalogue.londonmet.ac.uk

The libraries have open access networked PCs and printing and copying facilities to support your studies. In designated areas you can get wireless access to the Internet using your own laptop. All the libraries offer group and silent learning zones and there are group study rooms which can be booked. To save you time, there are many self-service facilities including borrowing and returning items, renewals and reservations. The web based catalogue is easy to use and can be accessed both on and off campus.
The TUC Library Collections is the major research library for the study of all aspects of trade unions and collective bargaining with both historical and contemporary coverage. Users are advised to make an appointment before their visit.   The collections are available for reference only.   To make an appointment email: tuclib@londonmet.ac.uk

Information on all of our services, library opening hours, resources and contacts can be found at:
www.londonmet.ac.uk/library.

6.18   Progression

After completion of the degree, students can then progress to either higher education levels such as a masters degree, or into employment.

6.19   Publication of Results and Transcripts and Awards Certificates

Your marks will be formally confirmed at the end of the academic year, once they have been confirmed by the Assessment Board for your subject.

An official transcript will be posted to you at your home address on the completion of your course, together with your award certificate. There is no charge for either your end of course transcript or your original award certificate, but if your certificate is lost you will need to pay a fee for a replacement. Since certificates are posted out to your registered home address, it is essential that you keep your home address updated in the University's records system.

For reason of employment, or to provide proof of study at the University during your course, you may need a formal transcript, stamped by the Student Support. There is a fee for these transcripts, payable at the time of request. Requests should be made to your Student Support, who aim to produce transcripts within 5 working days of request.

6.20   Reassessment

If you fail or do not attempt a component of assessment you will be provided with one reassessment opportunity during the reassessment period (normally during July following the end of the academic year).   If you pass after reassessment the component concerned will be capped at **40%.** (See also section 6.20 above).

6.21   Retaking a Module

If, after reassessment, you still have not passed a module, you may need to re-register and to take the whole module again. You are only permitted to re-register any module on one occasion and a fee maybe charged for re-registrations.

However, you should note that there are limits on the number of modules you can register to gain your degree. If you repeat too many modules it will affect your funding, your ability to continue on your course and, if you are an international student, your right to remain in the UK.

6.22 Taking a break from your studies

We understand that, unfortunately, some students encounter exceptional circumstances resulting in them needing to take a break from their studies. The college has procedures in place to support students who need to take a break from their studies or, in exceptional cases, modify their current programme of studies.

If you are considering taking a break from your studies whilst you are enrolled, you need to seek:
- financial advice from our Student Services team, as any break in studies will count as a year of student funding and you may not be entitled to benefits in the period you are not studying; and,
- academic advice from your Personal Academic Tutor to ensure that there are no academic impediments which could impact upon your return to studies.

The maximum break permitted is one year and the maximum period in which to qualify for an Honours degree (including any agreed breaks) is eight years. If you leave without prior approval you are at risk of being deemed to have withdrawn from your course and, as such, not allowed to recommence at a later date.

6.23   Withdrawal from a Module

Normally once you have a registered programme for the academic year it cannot be changed. You have until the end of week 2 to request a withdrawal from a module without academic or financial penalty. However, if by withdrawing from a module your enrolment changes from full-time to part-time, this will have implications for your funding and you should seek further advice on all the implications of withdrawing from a module before doing so. After this point you are expected to complete every module registered against your record and to pay any fee due for your registered programme. For further information and advice please contact your Student Support.

Withdrawal from a module is not permitted after **week 2**; students with unforeseen circumstances, which prevent completion of an assessment or a module, should submit a mitigating circumstances claim.

Section 7   The Key Features of your Course

All modules are compulsory and must be completed to obtain the BA (Hons) Business Top-Up award.

7.1   Course Specification

Level Six					
Semester	*Code*	*Title*	*Status*	*Credits*	*Notes*
Year Long (30 weeks)	BA6001	Business Operations	Core	30	
Year Long (30 weeks)	MN6008	Business Strategy	Core	30	
Autumn or Spring (15 weeks)	MN6062	Business Futures	Core	15	
Autumn or Spring (15 weeks)	HR6056	Issues in Human Resources Management	Core	15	
Year Long (30 weeks)	MN6P09	Research Methods and Project	Core	30	

7.2   Additional Course Related Information

The course will allow students to avail learning opportunities to acquire the following transferable skills:

(i) Communicate effectively using a range of written and verbal techniques, adapting to emerging trends in digital media and the use of ICT, and competently using and presenting data.
(ii) Appreciate and enhance capability in terms of self-motivation, organisation and time management; managing the work of others and working effectively within a team, as applicable to a range of personal and professional contexts.
(iii) Demonstrate confidence in undertaking research to analyse complex business and organisational problems to derive recommendations and develop innovative solutions.

7.3   Work Placements

In this course, every module incorporates inputs from industry speakers and employers through the provision of guest speaker workshops and in some cases field trips. It does not provide an opportunity for any direct work-based learning other than opportunities to bring in existing or concurrent work experience and career interests into the assessed work, as appropriate to learning outcomes and indicative module content.

Index of Key LondonMet online information

Academic appeals	www.londonmet.ac.uk/appeals
Academic Regulations	www.londonmet.ac.uk/academic-regulations
Coursework and Examinations	www.londonmet.ac.uk/coursework-exams
Exam timetable	www.londonmet.ac.uk/examtrack
Evision	www.londonmet.ac.uk/evision
IT and Media Services	http://student.londonmet.ac.uk/it-and-technical-support/
International Student Advice	http://www.londonmet.ac.uk/international/international-advice/
Library Catalogue	http://catalogue.londonmet.ac.uk/
Mitigating Circumstances	www.londonmet.ac.uk/mitigation
Module Catalogue	https://intranet.londonmet.ac.uk/module-catalogue/
Professional Service Departments	www.londonmet.ac.uk/services
Programme Planning (Module Registration)	www.londonmet.ac.uk/ug-course-information
Student Charter	www.londonmet.ac.uk/student-charter
Student Support s (first-stop shop for students)	www.londonmet.ac.uk/studenthubs
Student Services	www.londonmet.ac.uk/studentservices
Student Study Hub (learning skills resources)	www.londonmet.ac.uk/studyhub
Student Zone	http://student.londonmet.ac.uk/
Timetable information	www.londonmet.ac.uk/ug-course-information
Undergraduate Course Information	www.londonmet.ac.uk/ug-course-information
University Rules and Regulations	www.londonmet.ac.uk/rules-and-regulations
Weblearn	https://bblearn.londonmet.ac.uk