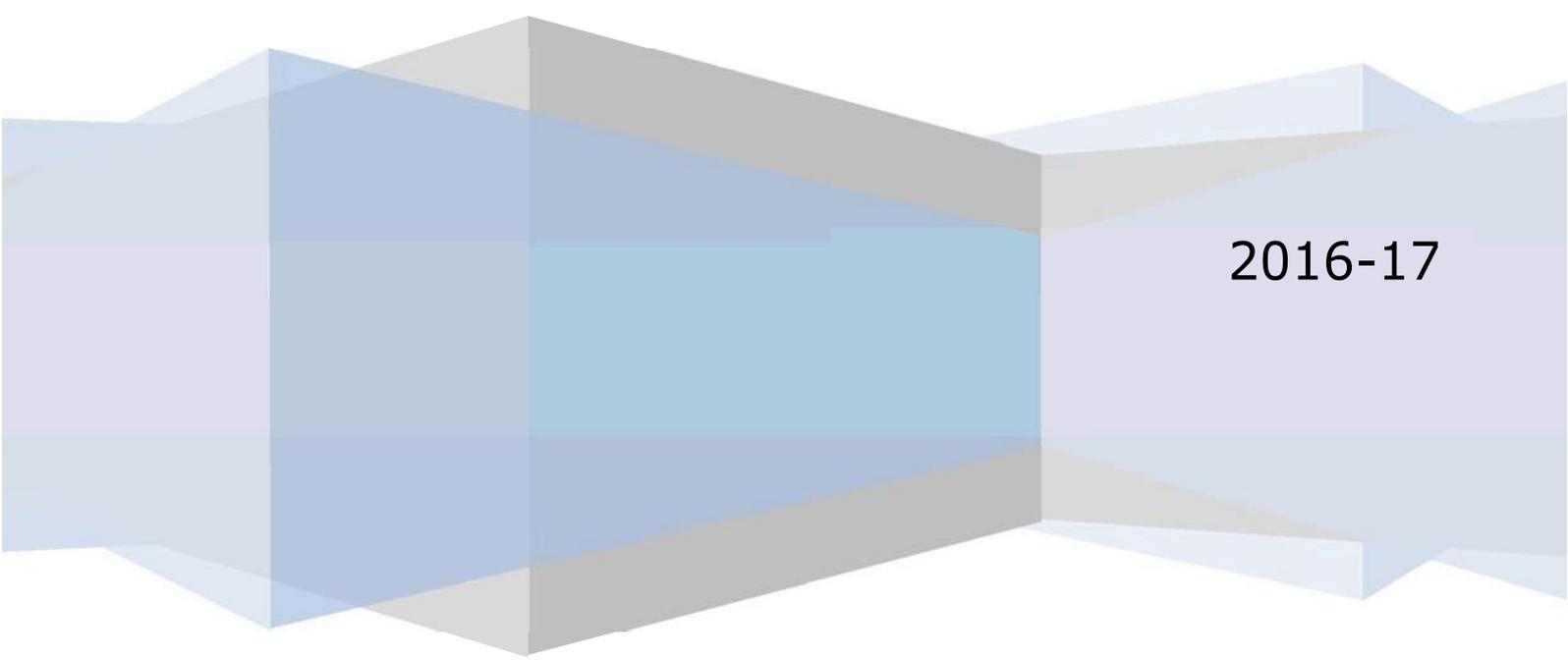


IBA International Business Academy

Handbook

FT MBA General Management

2016-17





FT MBA General Management Handbook

Introduction and Welcome

Welcome to the Full-time MBA General Management Programme. We are sure that this will be a happy and successful year for you at the International Business Academy in Kolding, Denmark.

In choosing to study at IBA you will be joining a Business School which has a lively, friendly, social and multicultural academic environment. IBA degree programmes are well respected and valued by companies, public organisations, and many educational partners throughout the world. This reputation has been built on the provision of quality assured education, excellent support for students and their learning, and an active involvement with local, regional and national employers.

The FT MBA General Management programme is a Coventry University UK validated programme designed from a holistic perspective with a particular focus on strategic and international issues which challenge organisations within the global environment. Study on the programme will provide you with an opportunity to actively participate in a wide-range of classroom and online activities which will enable you to explore and discuss current management theories and trends. It will encourage you to 'think outside the box'.

In addition to the teaching and learning facilities which include full access to independent study areas, wi-fi/pcs and comprehensive library resources, you will find a warm, welcoming and supportive environment at IBA. The ethos at IBA is one of respect, support and co-operation between students and staff. The MBA Programme Team as well as other staff will endeavour to make your study at IBA rewarding and provide you with the opportunity for personal growth and professional development.

We wish you every success on the programme.

The Programme Team

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Section 1

1.1 Handbook Introduction

The Full-time MBA handbook is designed to be a user-friendly guide to most of the information you will need for the MBA programme including a brief FAQ section.

The handbook also signposts additional sources of key information. These will be made available to students either in hardcopy or on the IBA programme web.

Please take the time to read this handbook. You will be expected to become familiar with its contents. It is also essential that you use the IBA virtual platform, Blackboard, on a regular basis to communicate with staff and fellow students and to access additional programme information.

1.2 Additional sources of key information

The MBA General Management programme has a set of rules that are contained in the Programme Specification Document. This includes details of the approved programme structure, including which modules you will be required to study, the arrangements for progressing through the course and the regulations for the award. The Programme Specification for the full-time MBA General Management programme can be accessed through The Programme web. The Academic Year calendar for the current academic year is on the Full Time MBA Programme web in Blackboard.

The Module Information Directory (MID) is on the MBA programme web on Blackboard. This contains overall details for each study module on the MBA programme, including information on module aims and objectives, module assessment, indicative content, learning outcomes and the name and contact details of the IBA module leader.

Coventry University Postgraduate Academic regulations and information relevant to the Programme are accessible via the Full Time Programme web on Blackboard.

1.3 IBA Programme Management

The FT MBA Programme management is the responsibility of IBA. The IBA/MBA Academic Board in conjunction with Coventry University assures the quality of the modules on the course and determines progression and final award. The focus of the Board is on subject quality and assessment as well as lecturing performance.

The Full-time MBA Programme at IBA is managed by the following team of academic and administrative staff:

The FT MBA Programme Manager
The FT MBA Programme Administrator

The contact details of these members of staff, as well as of the Module lecturers, can be found on the FT MBA Programme web in Blackboard .

Section 2

2.1 Programme rationale

The philosophy which underpins the MBA General Management is to provide a broad based programme of study which prepares students for career progression in managerial positions and develops their skills as effective managers. This rationale requires the course to provide students with a sound knowledge of management and an understanding of theoretical models and frameworks which will enable them to

An essential component of the MBA General Management programme of study is the development of a strategic dimension which draws on the analysis and understanding of business functions and organizational processes from the perspective of highlighting an organisation's ability to implement decisions stimulate innovation and integrate leadership within the firm. Of equal importance, the programme ensures that students are exposed to the development of personal skills and reflective practice as this is at the heart of effective management practice.

Thus, the MBA General Management programme is concerned with 'how business and organizations work today' and the connections and links between a firm's internal constructs and the external, global economic marketplace. This requires a thorough understanding of managerial structures and analytical techniques in order to interpret and communicate issues and cases. Such knowledge is essential for the development of the critical and in-depth understanding and analysis of current enterprise-wide business and financial issues.

The rationale of the programme is reflected in the academic organisation of the course, which consists of 9 mandatory taught modules plus the written Dissertation. Managing people and performance, managing company-wide financial resources, embedding and managing innovation, strategic marketing, and management consultancy are some of the areas that will be covered during the study programme.

The academic content is also complemented by a strong skills emphasis. The ability to integrate academic knowledge with experience, to work with others, to interpret data, to present and communicate a range of information, to make use of IT, and to undertake realistic self-appraisal are seen as essential to students achieving their full potential in management.

2.2 Generic Aims, objectives and outcomes of the MBA programme

The aims, objectives and expected outcome of the MBA are to provide an educational experience which enables students to achieve a composite understanding of the operation and strategy of management and to develop appropriate intellectual and personal skills.

2.2.1 Specific Aims of the MBA General Management

To provide students with the opportunity to develop and improve their managerial and leadership skills and to equip them to undertake effective managerial roles that meet the needs of organizations within an international environment.

2.2.2 General Objectives of the MBA Programme

Provide the framework within which students can develop an analytical understanding of both the functional nature of business and the holistic nature of management and Leadership exchange insights across organisations.

Provide students with the opportunities to develop and enhance their skills and the ability to apply a variety of management and leadership tools and techniques to their own organisations.

Stimulate a proactive approach to organisational issues which illustrate an understanding of the impact of the changing environment and the context within which managers and organisations operate.

Encourage students to demonstrate their capacity to enact the principles of change management and become effective change agents in organisations.

Support students as they prepare for and carry out a sustained piece of research, namely the MBA dissertation.

Provide enhancement of lifelong learning skills and personal development so as to be able to work with self-direction and originality and to contribute to business and society at large.

2.2.3 Outcomes of the MBA Programme

After completing the programme, students should be able to:

- demonstrate a systematic understanding of relevant knowledge about organisations, their external context and how they are managed;
- apply relevant knowledge to a range of complex situations taking account of relationship and interaction with other areas of the business;
- demonstrate an understanding of appropriate techniques sufficient to allow detailed investigation into relevant business and management issues;
- communicate effectively both orally and in writing using a range of media;
- be creative in the application of knowledge, demonstrating a practical understanding of how established techniques of research and enquiry are used to develop and interpret knowledge in business and management;
- acquire and analyse data and information, to evaluate their relevance and validity, and to synthesise a range of information in the context of new situations;

- evaluate the rigour and validity of published research and assess its relevance to new situations;
- demonstrate a critical awareness of current issues in business and management which is informed by leading edge research practice in the field;
- extrapolate from existing research and scholarship to identify new or revised approaches to practice;
- conduct research into business and management issues that require familiarity with a range of business data, research sources and appropriate methodologies, and for such to inform the overall learning process.

The programme therefore conforms to the UK QAA benchmark statements for Masters awards in Business and Management and Coventry University's Code of Practice for Academic and Professional Skills Development.

2.3 Pattern and mode of attendance

The FT MBA Programme is semester based and for students entering on this programme in September the academic year is divided as follows:-

Semester 1	September to December
Semester 2	January to June
Semester 3	June to September

For students entering on this programme in end January the academic year is divided as follows:

Semester 1	February to June
Semester 2	August to December
Semester 3	January to June

(Specific dates for the current academic year are accessible on the MBA Programme Web on Blackboard)

The entire FT MBA course is comprising a total of 180 CATS points.

The CATS points allocated per module can be found in the appropriate tables showing the course structure in Section 3.2.4

Teaching on the programme will normally take place at the International Business Academy in Kolding.

2.4 Programme structure

All students are required to take all the modules. The topics included ensure that students develop an understanding of the main functional areas and management processes of business organizations. Students on the programme are encouraged to develop a holistic approach to management. The Research Methods module prepares the student for undertaking the Dissertation and incorporates analytical methods and

techniques in management research. The third semester will involve the completion of the Dissertation.

Section 3

3.1 MBA General Management Programme

3.1.1 Programme Specific Aim

- To provide students with the opportunity to develop their managerial and leadership skills, and through the range of modules taken on the programme to develop their knowledge base as preparation for progression in general management career roles.

3.1.2 Programme Specific objective

- To give students a good grounding in general management theory and programme specific outcomes

3.1.3 Programme Specific Outcomes

After completing the MBA General Management students should be able to:

- Evaluate and appraise the context within which business operates and recognise the key strategic issues that business managers have to address;
- Analyse and synthesise the complexity of business decisions and be able to apply business and management techniques to business tasks.

3.2 Course structure

The structure of the full-time MBA programme is identified in the table below. This table shows that the taught elements of the course are covered in two semesters. All modules on the programme are mandatory for the MBA award including the MBA Dissertation which is completed during the third semester of study.

Modules within the FT MBA General Management programme, their status, the levels at which they are studied, and their credit value and pre/co requisites are given below.

Module No.	Module Title	CATS Points	Taught Modules
1. Semester			
KOLM04MKT	Principles of Marketing	15	*
KOLM34BSS	Strategic Analysis	15	*
KOLM11HRM	Human Resource Management	15	*
KOLM03EFA	Economic Environment of Business	15	*
2. Semester			
KOLM05EFA	Financial Statement Analysis and Decision Making	15	*
KOLM41BSS	Innovation Management	15	*
KOLM42BSS	Management Consulting	15	*
KOLM33BSS	Principles of Strategic Leadership	15	*
Dissertation Stage			
KOLM43BSS	The Postgraduate Research Project: Dissertation Route	60	
	Total Degree Credits	180	

Note: All students are enrolled on the MBA programme. Students exiting prior to completing the full MBA may be eligible for a fall back award as follows:

- Postgraduate Certificate in Business Administration: 60 credits from taught modules indicated as * above
- Postgraduate Diploma in Business Administration: 120 credits

Awards are made in accordance with Coventry University Regulations.

Section 4

4.1 Teaching and Learning

4.1.1 Teaching and Learning Philosophy

Management education has long since moved away from the traditional approach in which the student plays a passive role to an approach in which student participation is crucial. As a result, focus is placed on learning rather than teaching and it is intended that this should be particularly developed in this programme through assignments, targeted study and activities which will take place inside and outside class. Student centred activities are designed for students to acquire and consolidate the designated knowledge and skills.

It is recognised that this approach requires a considerable cultural adjustment for some students. In all modules, therefore, students are encouraged to:

- identify their preferred learning style;
- fully utilise all the learning resources available to them;
- take responsibility for their own learning and development;
- recognise elements of the learning cycle particularly the need for reflection that will lead to deeper learning;
- commit to a lifelong learning process.

The teaching and learning methods will encourage the use of theoretical frameworks to understand business situations and case studies. They will develop transferable intellectual skills, the ability to communicate using a variety of media, the ability to argue rationally, analytically and critically and the ability to work as a team member or leader.

4.1.2 Teaching and Learning Methods

To achieve the overall aims of the teaching and learning strategy, the course designers have ensured that the methods employed on each module place a continuing emphasis on student centred learning. Activities are designed to be realistic, relevant, rigorous and appropriately sequenced. A variety of teaching and learning methods including lectures, seminars, presentations, reports, case studies, phase tests and learning sets may be used to achieve the aims of the programme.

A carefully considered balance of group and individual activity is provided that promotes independent learning, but also encourages shared experiences and knowledge and establishes interpersonal skills. Substantial emphasis is given to the clarity of feedback to enable students to analyse their own development and identify their own learning needs.

4.1.3 The Role of ICT in Teaching and Learning

The role of ICT within the teaching and learning strategy is based on the following principles:

- the provision of a rich mix of approaches;
- the recognition that some material is best suited to IT delivery and other material to face to face delivery;
- the use of IT to deliver the basic material (handouts, notes, etc) efficiently and effectively;
- the use of IBA's BlackBoard Learning Management System to enrich the tutor-student and student-student interaction on an ongoing basis;
- the development of the mandatory and core-option modules to a high specification within IBA's BlackBoard
- the use of IBA's audio visual facilities.

The strategy recognises that staff time is an increasingly valuable and scarce resource that must be used to:

- facilitate workshops, case studies and similar exercises;
- provide support, encouragement and advice to students;
- engage students in discussion and debate;
- provide added value;
- enhance education as a social activity.

The Faculty uses IBA's BlackBoard Learning Management System as the organisational framework for the delivery of materials. This is best used to:

- provide basic information;
- permit students and teachers to keep in touch no matter where they are;
- create a means of ongoing communication and discussion.

4.2 Student Experience

Students will receive a balanced mix of delivery methods that offer the maximum opportunity to demonstrate and apply academic principles, models, theories and techniques. Whenever possible therefore, over-dependence on the formal lectures will be avoided by the use of:

- Readings
- Handouts
- Case studies
- Discussion groups
- Videos
- Guest speakers

- Interactive case materials
- Project work

Learning will be a mixture of formal class teaching and experiential learning. Emphasis will be given to networking, learning and the experience of others. Coursework will be both of an individual and group nature.

Course design, policies and practices are consistent with and operate within the Coventry University Policy on Equal Opportunities and the policies on these within IBA.

4.3 Assessment Strategy

All modules will incorporate coursework and/or time-constrained assessments. Overall assessment and preparation for assessment will be expected to account for at least 30 hours of student effort per single module or equivalent.

Module assessments may include both formative and summative elements. Formative assessments are those for which the tutor gives feedback but which are not graded for inclusion in the final mark for the module.

Formative assessment is designed to:

- help students in their learning
- develop students' knowledge, understanding and skills
- allow students to judge their own progress
- provide an opportunity for feedback on progress

Formative assessment may take the form of:

- case studies
- seminar papers
- tests
- exercises
- reports and/or presentations

in groups or as individuals. Feedback from both lecturers or peers is a key element of the formative assessment process.

Summative assessments will be used to establish marks for awards. Possible methods of summative assessment include:

- essays and literature reviews
- reports and plans
- case studies
- unseen tests (closed or open book)
- examinations

Coursework will consist of a variety of methods ranging from individual assignments to group work.

At the commencement of each module the module leader should make clear the exact assessment criteria for their module. This will include the division between coursework and tests, the number of course works and their weighting in overall assessment and any other considerations relevant for assessment, e.g. whether you are required to pass all components of assessment individually to pass the module.

This will normally be contained within the Module Guide/Teaching Plan document available to each student and accessible in the appropriate section of the Blackboard programme web.

Students should also consult the section on assessment in the description of each module.

4.4 MBA Dissertation (KOLM43 BSS)

4.4.1 Objective of the Assignment

The Dissertation forms the major single part of the MBA programme. This Dissertation/Project provides an opportunity for students to develop their interests in a particular area of study and to demonstrate their ability to undertake individual research. It is seen as a 'capstone' module as it draws upon many of the previous modules studied and integrates these separate areas of knowledge in a holistic manner.

4.4.2 Nature of the Assignment

The Dissertation is an independent piece of academic research that should involve the selection and application of research methodologies studied during workshops and seminars in semester 2 and should build upon the knowledge acquired therein. Students are expected to identify and investigate an appropriate research problem. Their evaluation of this problem should result in the statement of appropriate conclusions (and possibly recommendations). The Dissertation accounts for 50 CATS points and should be between 12,000 and 15,000 words excluding appendices.

It should be noted that approval and pass of research proposal at the end of semester 2 is a pre-requisite to being allowed to proceed to the Dissertation stage. Students are also normally required to have completed the taught stage of the programme in order to be eligible to proceed to the Dissertation stage.

Dissertations can be based on primary or secondary data or a mixture of the two. Rigorously re-analysing data that have already been collected for some other purpose (i.e. secondary data) can form the basis for an excellent dissertation. New data collected specifically to address the research question (i.e. primary data) must demonstrate validity, reliability and transparency.

4.4.3 Important notes

Non-submission by students on the required date without having applied and been granted a deferral/extension beforehand will be recorded as absent, and will result in a failure in the module, and therefore the MBA. Students seeking a deferral should read the notes regarding extenuating circumstances provided during induction week. Deferral requests must be accompanied by supporting evidence as outlined in the notes.

Masters dissertations must be accompanied by a copy in the prescribed electronic format to be submitted to IBA's electronic software system. These may be used to check for suspected cases of plagiarism. Dissertations submitted without such copy will not be marked. The system used at IBA for plagiarism is URKUND. Its use and purpose is to ensure that students present work that is their own and to provide support for that process. Information of how to use the system will be made available to students on the programme.

Students are advised to consult the information posted on the Blackboard programme web regarding the definition of and penalties for plagiarism.

Section 5

5.1 Regulatory issues

The following programme regulatory stipulations apply:

- the period of registration for the full-time programme will normally be for one calendar year;
- the pass mark in all modules is 40% in the module mark with minimum component marks also required, where specified;
- all programme mandatory modules must be passed to gain the MBA General Management award;
- where a module is passed at a second attempt (resit or retake) the original module mark or a mark of 40%, whichever is the greater, will be recorded;
- students must submit their Dissertation by the date designated by the Faculty, at the end of their course. Failure to do so without having sought and been granted an extension or deferral will result in the student failing the module, with no resit opportunity being granted.
- students on all Coventry University Faculty of Business MBA awards who at the first attempt score at least 70% in the modules taken in the Master's programme will be eligible for the award of MBA with Distinction.
- students who at the first attempt score at least 60% in the modules taken in the Master's programme will be eligible for the award of MBA with Merit;
- all assessments are expected to be completed in a good standard of business English.

Full Regulations may be accessed online on the Blackboard programme web

5.2 Assessment boards/appeals/extenuating circumstances

IBA policy on assessments aligns itself with Coventry University Regulations and the structure and functions of the various Coventry University assessment boards.

Students should make themselves familiar with the IBA documentation and processes with regard to assessment board decisions, extenuating circumstances and rights of appeal. These documents may be available for access via Blackboard on the Programme Web site.

Section 6

6.1 Library and Learning Resources

The IBA library has a large number of volumes related to Business Studies. In addition to this, there is a completely free, open and very efficient national borrowing network. This means that in practice students and staff can order material from any library in Denmark, University or Public, and receive it normally within 48 hours.

A qualified Business Librarian is responsible for ensuring that the library resources are relevant and up-to-date. The librarian liaises closely with the academic staff on how best to meet both their academic needs and those of their students.

The Library works closely with the IBA Programme Team to ensure essential texts are available at the start of each teaching session, as well as access to electronic resources.

The IBA building is designed to enable students to work comfortably and quietly in a number of locations, whether alone or in small groups, and with full wi-fi access throughout.

6.2 IT Resources

PC's are available at IBA for student use and the building is wi-fi throughout. Students are able to use one computer room with Internet and printing facilities 24/7.

Apart from the usual suite of office software, IBA is provided with any specialist programmes required by the demands of the curriculum and syllabus

6.3 Coventry University Library Resource

Students on the FT MBA Programme have limited access to Coventry University Lanchester Library's electronic resources available through the e-Library facility. During the induction programme students will be informed on which key business databases they will be able to access.

Section 7

7.1 Student Support

Full time MBA General Management students will be supported by the following mechanisms:

- An induction programme for new students at the start of their studies. This will provide an overview and introduction to the following:
 - The International Business Academy (IBA)
 - Coventry University and the Faculty of Business, Environment and Society
 - The Full time MBA General Management programme of study and timetable
 - The Library
 - IBA's e-learning platform – Blackboard
 - Key staff
- Two Associate Deans who are responsible for the operation and academic study of the Programme
- A Programme Administrator responsible for programme administrative matters
- A Programme web on Blackboard which will enable students to communicate and discuss not only academic matters, but provide the opportunity to access links to supporting website relating to personal development and study skills)
- Both student and professional Counsellors are also available for consultation

All support mechanisms are consistent with Coventry University's policies on Equal Opportunity including that on students with disabilities. Reasonable adjustments can be made to the teaching, learning, assessment and support of the programme to maximize accessibility to students with disabilities. This will be done on an individual basis in consultation with appropriate IBA staff.

7.2 Module Queries

In the first instance, module queries should be directed to the module leader, either directly or via e-mail or via the appropriate discussion boards which are on the relevant Blackboard Forum. Depending on the nature of the query, the FT Associate Deans may become involved.

7.3 Programme Queries

The Associate Dean concerned with Programme operation at IBA should be the first 'port-of-call' for any queries related to the Programme. The Programme Administrator would normally deal with administrative matters related to the programme, including coursework extension requests, deferrals, withdrawals, results and progression.

7.3.1 IBA Administrative and Secretarial Centre (ASC) Opening Hours

Monday to Thursday from 08.00-15.00
Friday from 0800-14.00

7.3.2 Contact details

Main switchboard	72 24 18 00
Main fax	72 24 18 08
Email	iba@iba.dk

Direct phone numbers:

Peter W Lei, FT MBA Programme Manager	26200969
Anette Rasmussen, FT MBA Programme Administrator	61939507
Niels-Jørgen Madsen, Student Counsellor	72241815

Please contact the Programme Administrator and/or ASC staff for information regarding the IBA printing and faxing facilities.

7.4 Student ID card and IT passwords

At the beginning of their study, students will receive a student ID card. This card has a number of functions, e.g. photocopying. The card also functions as a key-card to the school. Students may be asked to show their ID card for identification if they are in the building after opening hours. Therefore they are expected to always carry it with them.

The card should not be used by anyone other than the student to whom it is issued. If a student lets anyone else use their card this may result in restriction of their access or expulsion from their programme of study.

In addition to the ID cards, students will also be given passwords that will enable them to utilize IBA's and Coventry University's various IT resources.

7.5 E-Mail

All students on the Programme will get their own personal email address which lecturers, Programme managers and administrative staff will use for communicating with them. Thus it is important that students regularly check their e-mail.

Like the ID card, the email address and associated password will be issued to students at the start of the study programme. The same injunction applies to this password as for the ID Card password.

Personal homepages on the school web-server can only be offered in connection with special projects on your programme. The module lecturer/project supervisor will need to authorise any such request.

Also students are requested to read and observe the rules & regulations for using computers and the printing facilities. Please see the IBA Intranet for copyright printing regulations and fees.

7.6 Other Facilities

The Café offers a large and varied selection of open sandwiches, hot foods, pastries and salads in a salad bar. The salad bar and hot foods are bought by weight. In addition there are several vending machines located around the building, providing a selection of hot/cold drinks and confectionery. Food may not be taken into classrooms.

Section 8

8.1 Expressing Your Views and Feedback

Student feedback is an important element of the programme. Programme module leaders welcome feedback and comments from students about their programme of study. Comments can be posted on the appropriate programme discussion forum and all students are encouraged to contribute to the discussion.

In each semester there will also be a questionnaire survey on individual modules and on the course as a whole. In addition, the Dean of Studies is available for students to provide feedback and constructive comments on both individual modules and the programme as a whole.

8.2 Representation on the IBA Board of Study

Students can become representatives on the Board of Study which deals with the operation of the IBA programmes as a whole and changes to their structure.

Elections for student programme representatives are held during Induction week.

Frequently Asked Questions regarding the Programme

What is the duration of the course?

The Full-time MBA is a 3 semester programme.

What are the teaching dates?

[The academic year calendar for the Full-time MBA programme may be accessible via the Blackboard Programme web. Details of exact dates/times/place of module examinations will be made available by Module leaders and the Programme Administrator]

The semester dates for the Academic Year 2017-2018 are:

September/October 2017 starters:

Semester 1: September — December 2017(includes Induction week)

Exam period: January 2016

Semester 2: January — April 2018

Exam period: end of Semester 2 – information as above

Semester 3: May — end August 2018 (includes preparation of Dissertation)

End January/February 2018 starters:

Semester 1: January 2018 (includes Induction week)

Exam period: May 2018

Semester 2: August 2018 – December 2018

Exam Period: January 2019

Semester 3: January – May 2019 (includes preparation of Dissertation)

Please note that attendance during these term dates is important and is an essential factor in the successful completion of the Programme. Special provision cannot be made for students who are absent other than in exceptional circumstances. (See details on extenuating circumstances via Blackboard Programme web).

In case of longer absence, you should contact the Programme Administrator in the first instance.

When do I get my timetable?

A teaching timetable for Semester 1 and 2 will be provided to students during their programme induction session and will also be accessible via Blackboard. The

timetable will also show the examination periods for the programme which take place in January, May and August. It is your responsibility to check the timetable and ensure you turn up at the correct time and place for the examination.

Please be aware that from time to time the timetable may change due to unforeseen circumstances. However, in all cases you will be informed of any changes that may occur on the timetable.

When do I submit coursework?

Students are notified of coursework submission dates for each unit of study on the Programme by their Module leaders/tutors and are available on the Blackboard Module web.

Students are expected to hand in work on time. Any requests for a deferral or extension of the coursework submission date are subject to the approval of Academic Module leaders and the Associate Dean for the Programme normally before the submission deadline. Late coursework submissions will incur a mark penalty if handed-in without approval.

Students seeking a deferral should read the notes regarding extenuating circumstances provided during the induction session. Deferral requests must be accompanied by supporting evidence as outlined in the appropriate documentation on the Blackboard Programme web.

If I miss a particular teaching session, can I attend another slot in the same week?

Lectures and seminars on the MBA programme take place on a weekly basis so it is vital that students attend classes. There is no opportunity to attend the lecture again. Students will need to make up the missed class(es) by additional individual effort.

What kind of examinations can I expect?

Depending on the module you are studying there may be a written examination in addition to the coursework requirement. Information on the assessment requirements can be found on the MID for each module accessible via Blackboard Programme web. There are also some past examination papers that will be made available to students as guidelines for content revision before the examinations take place.

When do I write my dissertation?

The Dissertation normally takes place in Semester 3 under the guidance of a Dissertation supervisor. The Research Methods module will enable students to prepare to undertake the dissertation.

Can I apply for advanced prior experience and learning (APEL) or credits for a module?

Entry to a programme can be facilitated through APEL, by a review of an applicant's qualifications and experience profile. It is not policy to grant exemptions or credits for specific modules within the full-time MBA programme.

What is the next stage after completing this course?

After completing the course MBA graduates normally seek employment or proceed to further study.

How will lecturers/administrators contact me?

You are given an IBA email account when you enrol. You **MUST** access this account frequently, as IBA will use this to contact you individually, especially for matters requiring your urgent attention. You can access your email from any computer connected with the Internet.

IBA's Learning Management System, BlackBoard, is another way by which students will be contacted. The MBA programme has its own section on Blackboard and important information will be posted there. Students should use BlackBoard to communicate with lecturers, but personal messages should be sent directly via email.

Module assessment results will be released through BlackBoard at the end of each semester or by personal mail.

What do I do if I need more information or have an administrative enquiry?

The Administrative support team for MBA is located in IBA's administrative offices.

To discuss Module specific issues - contact the relevant lecturer in the first instance

To discuss your overall progress or personal circumstances or ask questions about the course - contact the Associate Deans of the Programme.

In cases of extreme urgency when you cannot contact the Module leader or Associate Dean, you should contact the administrative support team.

Changes to your personal details, such as change of home/term/correspondence address, should be done through IBA's administrative team.

Who should I see if I have a personal problem?

You should inform your Personal Tutor, who may refer you to a professional counsellor in Student Services. Alternatively, you may wish to contact Studenterrådgivningen, Hinderupgård, Niels Bohrs Alle 21, 5230 Odense M, Telephone 70 26 75 00

For further details about advice on counselling, medical matters, disabilities, finance and accommodation see the International section of the IBA website.