Students Handbook
2010-11

The Business School
University of Greenwich, U.K.

Offers

Master of Business Administration (MBA)
(Approved by AICTE, Government of India)

At

Apeejay Svran International College
Greater Noida, India

IMPORTANT INSTRUCTIONS

HOW TO APPLY

Application Form:
Application form can be obtained from:
1. http://www.apeejay.edu/asic/ and should be submitted with a Demand Draft of Rs.700/- drawn in favour of "ASIC" payable at Greater Noida / Noida or New Delhi.
                                        OR
2. The Office of Registrar – ASIC, Greater Noida, by paying Rs.700/- or sending a Demand Draft of Rs. 750/- drawn in favour of "ASIC" payable at Greater Noida/Noida or New Delhi.

The filled in application form should be submitted to:

The Registrar
Apeejay Svran International College
Apeejay Institute of Technology
1, Institutional Area, Surajpur – Kasna Road
Greater Noida, U.P -201308

CALENDAR OF EVENTS:

Sale / Downloading of Application Form	:	26th July, 2010
Last date of submission of application	:	16th September, 2010
Dates for Personal Interaction	:	17th -18th September, 2010
Declaration of Final Results	:	20th September, 2010
Deposit of Fee	:	As intimated in letter of Admission
Reporting of Students at Campus	:	30th September, 2010
Commencement of the Programme	:	1st October, 2010

ENCLOSURES WITH THE APPLICATION FORM
1. Application Fee (Rs. 700/-)
2. Attested copy of certificate and mark sheet of the qualifying examination.
3. Photo copy of certificate showing date of birth.
4. Three colour photographs (2.5"X2").
5. Photocopy of any other degree/ certificate
6. Certificates of Professional Experience (If available)
7. Two Letter of Reference
8. Personal statement stating reason for joining the programme
9. Sponsorship Certificate (If available)

DIRECTIONS OF THE HON'BLE SUPREME COURT ON RAGGING
- Ragging is to be treated as a crime.
- The strictest measures are to be taken to curb it.
- Any physical or material harassment to fresher is to be considered as crime and the offender is to be booked by the police.
- FIRs will be registered against the offenders.
- The punishment to such students should be exemplary and justifiably harsh to stop recurrence of the ugly incidents.
- Anti-ragging squads would be set up and failure or delay in reporting ragging incidents would amount to culpable negligence.
- Institution Leaving Certificates should mention if the students showed any aggressive behaviour or desire to harm others.
- Events like "Freshers' Day Celebrations" should be concluded within the first two weeks of the beginning of the session.
- Students indulging in ragging may be expelled from the Institution and they would not be eligible for admission in any college in future.

Welcome by the Programme Leaders

A Personal Welcome

Welcome to the MBA – International Business programme, a collaborative effort of Apeejay Svran International College, India and the Business School, University of Greenwich. It is an innovative programme developed with the support of UK India Education and Research Initiative (UKIERI) and has approval of the AICTE, Government of India. We are sure that you will find the programme challenging and enjoyable.

MBA International Business programme is designed in such a way as to reflect the increased emphasis on multidisciplinarity and international perspective arising from today's market developments as well as the employers' expectation to integrate the theoretical knowledge and applied skills in training modern work force. The prime objective of the programme is to provide students with valuable employability skills through the delivery of and support for high quality learning opportunities.

This programme explores the complexity and diversity of business in an increasingly interconnected world. You will engage in critical analysis of international business and investigate the international context of business today. Drawing on current University of Greenwich research and international academic theory, there is a strong emphasis on real-life case studies and professional management application. Overall there is a strong focus on managerial decision making.

The programme will help you to develop skills in assessing the global environment for business, identifying new international business opportunities and analysing international markets and industries. If you do not have a first degree in business this programme will provide you with a good grounding in business management, followed by specialised international business courses, project and internship. A particular feature of the programme is commercial relevance and employability, designed to enhance knowledge and skills particularly sought by employers.

This programme intends not only to train minds but also to develop the range of intellectual and practical skills in students who can then become effective specialists in the global knowledge economy with traditional boundaries between sectors breaking down.

Although much of your focus will be on learning and study, don't overlook other equally valuable elements of the programme, such as the opportunities to network and discuss careers, and the development of a mindset of "Continuous Professional Development", which will complement and extend your MBA experience.

The purpose of this handbook is to provide you with more detailed information about the programme and its operation. Some information will be expanded upon during the Induction and introductory sessions. You may find it helpful to refer to this handbook over the course of your study with us. The programme is explained further in the next few pages.

If you do have any difficulties during the programme please do not hesitate to get in touch with the lecturing staff, the Programme Administrator, Programme Coordinator or the Programme Leader either at ASIC or the Business School.

We wish you every success on the programme.

Prof. Ram K. Verma   Dr Hanna Yakavenka
Programme Leader   Programme Leader
ASIC   Business School, UOG

CONTACTS DETAILS, COMMUNICATIONS AND ROLE AND RESPONSIBILITIES

Programme Administrator

Contact	e-mail	Phone	Room No.
Mr. Vipin Dixit	asic@apeejay.edu	91-0120-2326021/23	A-110

Programme Leaders

Contact	e-mail	Phone
Prof. Ram K. Verma	ait.mgmt.gnvd@apj.edu cl1.asic@apeejay.edu	91-0120-2326021/23
Dr. Hanna Yakavanka	Yh06@gre.ac.uk	0208 3319055

Course Leaders

Course Leader at ASIC	e-mail	Course Leader at Business School	e-mail
Mr. Ram. K. Verma	ait.mgmt.gnvd@apj.edu ramkaran.verma@gmail.com	Ms Jane Lethbridge	le27@gre.ac.uk
Prof. C. K. Roy	cl01.asic@apeejay.edu	Dr Agnieszka Herdan	ha83@gre.ac.uk
Mr. C.K. Arora	Cl02.asic@apeejay.edu	Professor Will Hearne	hw10@gre.ac.uk
Prof. J. S. Shukla	cl03.asic@apeejay.edu	Dr Young-Chan Kim	ky06@gre.ac.uk
Dr. Jagat N Giri	cl04.asic@apeejay.edu	Mr Riccardo De Vita	dr64@gre.ac.uk
Mr. Sushil Kr. Dixit	cl05.asic@apeejay.edu	Dr Ulke Veersma	vu01@gre.ac.uk
Dr. Prashant Sarangi	cl06.asic@apeejay.edu	Dr Bruce Cronin	cc47@gre.ac.uk
Mr. Rahul Chndra	cl07.asic@apeejay.edu	Dr Mehmet Ugur	um03@gre.ac.uk
Mr. Sanjeev Kr. Singh	Cl08.asic@apeejay.edu	Dr Xinfa Lin	lx02@gre.ac.uk
Ms. Rashmi Bhatia	cl09.asic@apeejay.edu	Dr Ana Marr	ma57@gre.ac.uk
Mr. M Rehman	cl110.asic@apeejay.edu	Ms Sandy De Mel	ds50@gre.ac.uk
Ms. Supriya Gupta	cl11.asic@apeejay.edu		
Dr. Amit Upadhyaya	cl12.asic@apeejay.edu		
Dr. Imran Khan	cl3.asic@apeejay.edu		
Ms. Chitra Bhatia	cl14.asic@apeejay.edu		

Communicating with Academic Staff

The students, who wish to contact the Programme Leader or any of the Course Leaders, please request an appointment via e-mail and the member of academic staff will reply with an available time.

Student Contact Details

Students are required to keep their own contact details up-to-date in the University and ASIC systems which you will be able to access following your registration. All college and University staff (Lecturers, Co-ordinator, Administrator and Programme Leader) will contact you via your e-mail.

There are occasions when students need to be contacted at short notice – generally for their benefit. For example, lectures may need to be re-scheduled at short notice and it is vital that we have your up-to-date telephone numbers and e-mail.

Roles and responsibilities

Academic staff has a wide range of responsibilities, of which teaching is only one. Please respect the professional duties of your tutors by only approaching them through the methods and times they specify, allowing them to attend to their other duties. Your timetabled weekly meeting with your

personal tutor provides an opportunity to clear most issues that may arise. Please make use of this opportunity before approaching other staff.

Programme leader
The programme leader is responsible for the academic coherence, quality and development of a degree programme and the monitoring of student progress. You should contact your programme leader during his/her office hours or by email if you have questions relating to this programme that your personal tutor cannot answer.

Personal Tutor
Each student enrolled in the programme has a named personal tutor, responsible for your welfare and personal and professional development during your time with us. You are scheduled to meet with your personal tutor each week in groups no larger than 10, around the foundations of scholarship curriculum. You should raise any administrative or personal problems you may face with your personal tutor in the first instance.

Course leaders
Course leaders have overall responsibility for a particular course including its content, design and assessments. You should contact your course leader during his/her office hours or by email if you have questions relating to this course.

Programme Administrator / Coordinator
All administrative enquiries on any non-academic aspect of the programme should be directed to the MBA – International Business Programme Administrator in the office of Registrar AIT.

The programme coordinator is responsible for the smooth administration of programmes. You may contact the programme coordinator if you are have problems with Banner, if your grades are incorrectly listed, if you have been absent from class through illness or if you have encountered difficulties making an appointment with your course tutor or course leader.

Your Role
It is your responsibility to undertake all of the work requested of you in this course (i.e. assessment, reading and Seminar preparation). To do well in courses it is often necessary to make sure you go beyond the minimum instructions (in reading for example) and that you ask questions or seek advice if you don't understand readings, lecturers, Seminar exercises or assessment.

It is also your responsibility to attend regularly or notify the programme coordinator if you are sick. Please remember that although learning should be intellectually challenging it is important that classes run smoothly so it is important not to be disruptive (e.g. chatting during classes, leaving mobile phones on or being persistently late) and not to be impolite to other members of the class.

Finally, remember that your assessments should be your own work unless group work is allowed. Plagiarism and similar forms of cheating will be punished and it is important not to engage in such behaviour or to make it easy for other members of your class to cheat.

Please review the regulations governing suspected plagiarism and exam offences: http://www.gre.ac.uk/students/affairs/rse/regs/documents/plagandeo2005-09-01_003.doc

A piece of advice – don't develop a habit of knocking on lecturers' door and expecting they deal with your problem there and then. Most of the lecturers teach several courses as well as do research and have other administrative duties, hence their time is not as flexible as one would like to think. To avoid disappointment, once you receive all relevant course handbooks make sure you check note the availability of tutors in the office and keep to those hours.

ABOUT APEEJAY AND ASIC, GREATER NOIDA

Apeejay Svran International College has been set up by the Apeejay Education Society at Apeejay Institute of Technology, Greater Noida campus with an objective to offer International collaborative programmes (Degree, Diploma and Short-Term at all levels) with leading education and training providers throughout the Globe. Presently ASIC offers programs in collaboration with the University of Greenwich, UK.

Apeejay Education Society, established 40 years ago, is dedicated to the pursuit of excellence in higher learning through a network of Institutions and Colleges of Global Standards. Dr. Stya Paul, illustrious industrialist and philanthropist, who had dedicated his life to the pursuit of excellence in education, was the Founder Chairman of the Apeejay Education Society. Present Chairperson of the Society Ms. Sushma Berlia is a leading and well known figure in Indian Corporate World. The members of the Society comprise distinguished people drawn from industry, business, education, administration and public organizations

There are 16 institutes/colleges under Apeejay Education Society which offers more than 80 courses in Management, Engineering, Technology, Computer Science, Architecture, Fine Arts & Design, Mass Communication, etc. The Institutes are spread across the country.

Recently the Apeejay Group has promoted *Apeejay Stya University* at Gurgaon in Haryana. The Apeejay Stya University aims to be a seat of global learning that brings about transformation of society through value-based education, man-making and nation-building, by blending together the dual identities of a technology and research based university with a liberal arts institution.

Established by the Apeejay Stya Education Foundation in the state of Haryana [under Act No. 10 of the Haryana Private Universities (Amendment) Act 2010], the ASU would provide students not only 'education for living and livelihood' but also 'education for life', and empower learners with a fundamental foundation in leadership and professional skills to face the challenges of the new liberalized global economy.

Situated within a sprawling picturesque campus with state-of-the-art infrastructure on the Sohna-Palwal Road in Gurgaon district of Haryana, the ASU offers a wide range of innovative graduate, post-graduate and doctoral Programmes across a plethora of disciplines that are based on the best education practices of the leading universities of the world. These would be greatly facilitated by the strong industry-academia linkages already established by the existing Apeejay institutions of higher learning in all the disciplines being offered by the University.

At *Apeejay Institute of Technology*, we aim at providing students not only education for "living and livelihood", but also "education for life" by focusing on the inculcation of human and moral values. The Institute offers different post graduate and under graduate programmes and conduct research in various academic disciplines, to keep the action focused and progressive.

Reckoned to be one of the pioneer Institutes management and technology education in the NCR, its students are amongst the toppers and are placed in well known industries. With highly experienced faculty, state-of-the art infrastructure, strong industry linkages and research oriented academic environment, the students are shaped to handle issues of man making and nation building with practice orientation.

Our Vision & Values……

In our pursuit of excellence, we encourage the student's intellectual, emotional and social growth by imparting broad based knowledge and making education interesting and pragmatic. The Institute aims

at providing professional, contemporary education and training of International standards to its students to face the challenges in domestic and International environment.

Our Mission

To contribute to national building by empowering the youth through value based professional education

Our Goal

To develop students as leaders and professionals to face the new liberalized global economy by focusing on development of skills with inculcation of human and moral values through curricula

ABOUT THE BUSINESS SCHOOL, UNIVERSITY OF GREENWICH, UK

The University Of Greenwich, UK traces its roots to 1890, when Britain's second polytechnic was opened near the Thames at Woolwich to teach practical and commercial skills to London workers. An innovator from the start, the polytechnic pioneered the country's first part-time day-release and sandwich courses. Over the years a range of specialist organisations have joined the institution, giving it diverse strengths in subjects such as teacher training, architecture, engineering and history. The name Thames Polytechnic was adopted in 1970. It became the University of Greenwich with the award of university status in 1992.

The university has three campuses: Avery Hill, in the south-east London district of Eltham; Greenwich, in the historic London borough; and Medway, which is in Chatham Maritime, Kent.

The university is proud of its diverse student body. People from more than 100 countries choose to study at Greenwich, part of an international student community of 4,000. Students benefit from a research environment where staffs share their expertise and specialist facilities. At Greenwich we set high standards for teaching quality and provide professional training opportunities for all lecturers. We also measure students' views on our services through our annual student satisfaction survey, and if shortcomings are found we address them.

The Business School has over 4,000 students and around 150 academic staff, and occupies one of the historic buildings planned by Sir Christopher Wren. The teaching staff bring a wealth of real business awareness and experience and are supported by a guest lectures from Canary Wharf and the City. Academic learning is based on real-life situations and integrated with opportunities for work experience and business simulations which develop practical skills.

The University of Greenwich Business School has approximately 4,900 students, some 1000 of whom are studying wholly overseas, with another 500 in Partner Colleges. Approximately one third of the students taught at Greenwich are overseas students. The School has 150 equivalent full time Academic Staff. It has invested heavily in recent years in the use of ICT to, amongst other things, support learning and remote delivery and has substantial experience of working with home and international partners on both franchised and validated programmes.

The School has a dedicated International Partnership administrative support group based in the Quality Office and reporting to the School Quality Assurance Officer. It has also recently created and

appointed to the new post of Director of International Affairs with responsibility to develop and manage its international partnerships.

The School has been gradually increasing its international collaborative arrangements and partnerships with overseas partners who are present in a strategically important geographic market and who have capacity to contribute as equal partners in the arrangement. ASIC, India is a partner who has been approved to offer MBA (Executive Management) and MBA- International Business programme at their campus in India.

ABOUT THE AIT-CAMPUS

Conveniently located amidst the lush green environment of Greater Noida (An ISO 9001 & 14000 Certified City), approximately 30 minutes drive from New Delhi. It is easily accessible from all Satellite towns of NCR and Delhi. Apeejay Institute of Technology, an off-spring of Apeejay Education Society, was established in 1997 in a sprawling campus having an area of 29 acres at one of the most prestigious location in Knowledge Park-1, Greater Noida. The campus en-houses School of Management, School of Computer Science, and School of Management for Women and School of Architecture & Planning. The Institute has academic Collaboration with counterpart Institutions abroad for project work and knowledge sharing. The Institute has emerged to be one of the top rankers in the Northern India and is amongst the first choice of students for admission to Management, Computer Science and Architecture & Planning Courses.

RESOURCES AT CAMPUS

The Library
The library of the Institute houses a wide range of books and is an excellent repository of business and computer magazines / journals / periodicals and news magazines. The library has a separate reading room, a magazine section and reference section. The books are updated continuously on the recommendation of faculty members and library committee. The library has more then 10000 books relating to a wide range of interest areas and also curriculum related text books and reference books. There are more than 7000 books on Management. Many International and National journals of repute are also subscribed. The Library also subscribes to wide range of e-Journals to facilitate the delivery of updated and current global researches in the field of business and management.

Information Technology Infrastructure
The Computing facilities at the campus include state-of-the-art technology Computer Centers with latest hardware, networking equipment, software and help desk facilities. All terminals are networked through Ethernet based LAN for resource sharing. Internet connectivity is available for faculty as well as students to help them to access information on contemporary issues and events in the industry. The entire campus is wi-fi enabled, enabling students, teachers and staffs to remain connected 24X7 to a high speed Internet connection and other resources of the institute.

The Institute has academic alliance with leading software and enterprise application providers like SAP, Microsoft, Oracle Tally etc and hence facilitate hands on experience on many enterprise applications like SAP, Sugar CRM, Tally ERP etc. An analytical tool like SPSS is also available to sharpen students' analytical skills. In addition to the above software, the institute subscribes to CMIE's corporate databases PROWESS.These tools enhance understanding of the students in working of the large size organisations.

Apeejay Journal of Management & The AIT-Review:
The AIT-School of Management publishes a biannually journal in the name of 'Apeejay Journal of Management' carrying quality articles and research papers in the areas of Management, Economics and related fields written by eminent researchers both from academics and industry.

The Institute also brings out AIT-Review, a quarterly newsletter of the AIT-School of Management, School of Computer Science and School of Architecture & Planning. This newsletter gives the latest updates on the activities of the Institute.

Hostel Facility
The Institute has a hostel in the Campus premises with separate accommodation for boys and girls. The hostel has well maintained airy rooms offering single, double or triple occupancy. The Institute provides clean and hygienic mess facilities in the hostel with well equipped modern kitchen along with a canteen for the students. A recreation room, equipped with a television, is provided in the hostel. Banking, shopping, STD and medical facilities are conveniently located. The vastness of the natural landscape is inviting for a stroll, a walk or a jog. Overall life at the hostel is full of zing and zest.

Medical facilities
Group medical insurance is provided to all students at no extra cost. Medical and first aid facility by Kailash Hospital, Greater Noida is available at the campus.

ABOUT THE PROGRAMME

MBA – International Business is a collaborative programme between the University of Greenwich, School of Business, UK and ASIC, Greater Noida. The programme has been developed and will be delivered with support from UK India Education Research Initiative (UKIERI). This is a full time programme of 24 months duration.

Government Recognition
The MBA- International Business Programme has the approval of the AICTE, Government of India. Degrees provided by the University of Greenwich are also recognized by Association of Indian University (AIU) in India.

Entry Requirements
- Graduation in any discipline
- Proficiency in English Language; TOEFL score preferred
- All applications will require 2 references and
- A personal statement setting out the candidate's reasons for wishing to study the MBA.

Admission Procedure

Screening
Candidates will be short listed on the basis of evaluation of their academic and extra curricular record, references, personal statement and experience and will be called for a personal interaction with the admission committee at Institute Campus at Greater Noida.

Personal Interaction
Personal Interaction is an essential element of the admission process, which is used to identify and assess intellectual, interpersonal and communicational skills, essential for managerial positions.

Final merit list shall be prepared on the basis of candidates past performance record, references, personal statement, experience and performance in the personal interaction which shall be placed on the web site of the institute and will also be placed on the notice board of the institute.

Admission Offer
The candidates shall be given admission offer as per their position in the final merit list.

Note that students may be required to take an English language assessment test on entry and may be asked to undertake additional language support classes if deemed necessary.

PROGRAMME FEES

Year	Self Sponsored (Rs.)
Year 1	2,50,000
Year 2	2,40,000

Scholarships
Scholarship scheme would be offered to deserving students opting for the MBA International Business programmes.

Hostel Fee
Well furnished and spacious hostel facility for men and women candidates is available at the campus. The hostel fee includes charges for lodging, fooding, medical and other associated facilities. The fee for different category of accommodations in the hostel is as follows.

Category	Fee per annum
Single Accommodation	68,000
Shared Accommodation (Double)	57,000
Single Accommodation (Triple)	50,000

Caution Money and Security Deposit
Besides fees as indicated above, each student is required to pay a refundable Caution Money of Rs.10,000/- (Rupees ten thousand only) for the course and Security Deposit of Rs.5,000/- (Rupees five thousand only) for hostel along with the fees of 1st year. The placement charges and alumni contribution at the rate of Rs.1000/- each are to be adjusted from the Caution Money. On completion of the program, balance caution money of Rs.8,000/- and Security Deposit of Rs. 5,000/- shall be refunded subject to clearance of all dues of the Institute. An undertaking is required to be signed by the parents/guardians of the candidates.

Payment of Fee
The first year fee (along with caution money and security deposit) is payable on the date announced at the time of announcement of merit list. Students may chose payment of fee in two equal instalments.

The fee for second year is payable in the first week of July.

Course as well hostel fees once paid shall not be refundable in the event of student deciding to leave the program prematurely.

As part of the curriculum one laptop and one book per course is given to each students, the cost of which is included in the fee structure.

PROGRAM DELIVERY
Programme will be delivered in a full time mode at the ASIC, Greater Noida in class room settings supported by online delivery using UOG systems.

PROGRAMME DETAILS

Aims
The aims of the MBA International Business programme are:

- The advanced study of international business organisations, their management and the changing external context in which they operate;

- Developing skills in international business and management at a professional or equivalent level;
- Development of the ability to apply knowledge and understanding of international business and management to complex issues, both systematically and creatively, to improve business and management practice;
- 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;
- The development of leadership potential through critical reflection following self-management, managing others, and the understanding of business.

Learning Outcomes

By the end of the MBA International Business programme, students should be able to demonstrate:

- a systematic understanding of international business organisations, their external context and of how they are managed;
- application of relevant knowledge to a range of complex situations taking account of its relationship and interaction with other areas of the business or organisation;
- a critical awareness of current issues in international business and management which is informed by leading edge research and practice in the field;
- the ability to reflect upon the additional complexity involved in international, as opposed to domestic, business;
- an understanding of appropriate techniques sufficient to allow detailed investigation into international business and management issues;
- creativity in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to develop and interpret knowledge in international business and management;
- ability to 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;
- conceptual understanding that enables the student to:
  - o evaluate the rigour and validity of published research and assess its relevance to new situations;
  - o extrapolate from existing research and scholarship to identify new or revised approaches to practice.
- ability to conduct research into international business and management issues that requires familiarity with a range of business data, research sources and appropriate methodologies, and for such to inform the overall learning process
- ability to communicate effectively both orally and in writing, using a range of media.

Once they are in professional practice, MBA International Business graduates should be able to:

- consistently apply their knowledge and area specific and wider intellectual skills;
- deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to a range of audiences;
- be adaptable, and show originality, insight, and critical and reflective abilities which can all be brought to bear upon problem situations;
- make decisions in complex and unpredictable situations;
- evaluate and integrate theory and practice in a wide range of situations;
- operate effectively in a variety of team roles and take leadership roles where appropriate;
- be self-directed and able to act autonomously in planning and implementing projects at professional levels;

Learning and teaching activities

These aims and outcomes are achieved through a distinctive teaching and learning strategy.

Scholarship Skills – There is a strong emphasis on the accumulation of skills for independent study and reflection. This is built through dedicated courses in scholarship and research and collective reflective tasks.

Accumulated Learning - Courses are generally taught weekly in three hour blocks over a year to allow time for reflection and self-study and the reiteration of concepts and deepening of knowledge. Computer mediated learning is used to reinforce concepts and to encourage collective reflection.

Practical Orientation – Extensive use is made of case-studies, research on real businesses, and work with organisations in developing solutions to real business problems. Students are exposed to and expected to gain high competency with IT, including advanced groupware systems.

Social Resourcefulness – Students are tasked with a variety of team and presentational activities to develop social skills. Social resourcefulness is further facilitated via extra-curricular learning, such as the attendance at Open Lectures, cultural events and visits, and one-off workshops and seminars. An important, integral part of the programme is the networks and contacts which are formed between students, not just for moral support but to form the basis of future networks once the students move into employment.

Leadership Development – The programme challenges students to reflect on their own capabilities and interaction with others. Much of the learning and assessed work will be undertaken in teams, and students will be required to reflect on team dynamics, cultural differences, the effectiveness of their own and others communication, and to assess contribution.

Programme Structure
The programme of study comprises **240 Credits**, completed over two calendar year (**24 months**).

The academic year is divided into <u>two</u> **12-week** teaching terms and 3/4 weeks revision. Examinations are held in the third term.

The programme is essentially divided into **three parts**.

- **Part 1**, the **taught stage**, provides students with the basic functional foundations required to provide students, who will probably not have a first degree in Business, with the knowledge necessary to study the international aspects of business. Then, increasingly more advanced and specifically international business topics are introduced.

- **Part 2**, consists of individual **project**.

- **Part 3,** consists of the **guided internship**

Note: to progress to part 2 students **must** have passed all courses in Part 1.

MBA International Business
(October starters)

FULL – TIME

(Total: 150 + 30 + 60 = 240 credits) – 24 months course

Year 1 (10 x 15 = 150 credits)		Year 2 (30+60 Credits)
Semester / Term 1 (October–December)	**Semester / Term 2** (January – May)	
CORE (compulsory courses)		
Foundations of Scholarship and Research (BUSI 1459)- 7.5 credits	Advanced professional Development and Research (BUSI 1460) – 7.5 credits	**Project** (BUSI 1359) June to end of September (30 credits)
Financial & Management Accounting (ACCO 1116) – 15 credits	Business Research Methods (RESE 1062) - 15 credits	
Global Strategy: Analysis & Practice (BUSI 1271) – 15 credits	Competition & Business Risk (BUSI 1272) - 15 credits	
Global Business (BUSI 1357) - 15 credits	Global Enterprise and Innovation (BUSI 1358) - 15 credits	
OPTIONS (all 15 credits) – **ONE** of: • Managing Across Cultures (INDU 1033) • Regulatory Institutions of the World Economy (ECON 1102)	OPTIONS (all 15 credits) – **TWO** of: • Business Networks (BUSI 1189) • International Trade & Institutions (BUSI 1125) • Microfinance for Development (FINA 1049) • E-logistics & International Supply Chain Management (BUSI 1150) • International Marketing & Operations Management (MARK 1121) • Understanding the Global Economy (ECON 1114)	**Guided Internship** (BUSI 1360) October to September (60 credits)

MBA International Business
(October starters)

PART – TIME

Year 1 : (**3 x 15 credits + 2x7.5 credits = 60 credits**) – all core courses

October – December	January – May
Global Business (BUSI 1357) – 15 credits	**Global Enterprise & Innovation** (BUSI 1358) – 15 credits
Global Strategy: Analysis & Practice (BUSI 1271) – 15 credits	
Foundations of Scholarship & Research (BUSI 1459) – 7.5 credits	**Advanced Professional Development & Research** (BUSI 1460) – 7.5 credits

Year 2 : (**5 x 15 credits = 75 credits**) –2 core courses & 2 options

October – December	January – May
Financial & Management Accounting (ACCO 1116) – 15 credits	**Business Research Methods** (RESE 1062) – 15 credits
One option (15 credits):	**Two** options (15 credits):
• **Managing Across Cultures** (INDU 1033) • **Regulatory Institutions of the World Economy .**(ECON 1102)	• **Business Networks** (BUSI 1189) • **E-Logistics & International Supply Chain Management** (BUSI 1150) • **International Trade & Institutions** (BUSI 1125) • **Understanding the Global Economy** (ECON 1114) • **International Marketing & Operations Management** (MARK 1121) • **Micro-Finance in International Development** (FINA 1049)

Can obtain a Diploma)

Year 3 : (30 credits + 60 credits)

October (2011) – Dec	January - March
• **Project** (BUSI 1359) – 30 credits	
Professional Practice (Guided Internship) – BUSI 1360 – 60 credits over two terms	

Professional Practice (Work Placement)

The critical difference between MBA- International Business and a normal MBA is the element of professional practice. On the completion of your project (Stage 2) you are required to undertake a guided 47 week work placement in an international firm in which you reflect on how the taught element of the programme can be applied to managerial practice. This is undertaken in online-action sets and through coursework assignments in association with a tutor.

Please note that it is the student's responsibility to obtain a work placement. A work placement is real employment by a firm and you must apply and succeed in interview just as with any other employment situation.

It will take you some time to locate, apply for, and secure a work placement. You should commence this activity at the start of the second term with us, i.e. January so that your placement is available for October. You may undertake your work placement overseas. In all cases, the work placement that you locate must be approved by the Business School as suitable for the purposes of this degree.

The ASIC and Business School Placements Office will provide support to help you locate and secure a placement but the responsibility to succeed here is yours. In particular, while the office holds information on some placement opportunities, normally students locate these opportunities in the private sector themselves.

Support provided by the Placements Office includes:
- A small listing of current placement opportunities
- Advice on methods of searching for placement opportunities
- Advice and individual coaching on the preparation of CVs and application letters
- Advice and individual coaching on interview technique
- Review and approval of work placement opportunities

In cases where you failed to secure and complete your professional internship but have successfully passed all the taught elements of the programme you would graduate with MA International Business degree.

Social and Networking activities

Your degree programme involves not only providing opportunities to develop your understanding and skills related to specific course content but seeks to prepare you for rounded professional life. A central part of this is developing social contacts and social skills important to life and career success. Accordingly, all of the Business School's degree programmes include an integrated social and cultural programme.

Value Added Services

Value added services like visit to UK campus, delivery of part of a course at the Greenwich campus etc are also available with the programme on payment basis.

## WebCT (On line delivery and assessment tool)

WebCT is an internet accessible environment which assists in the management and teaching of courses. It consists of an integrated set of educational tools for constructing and managing an online course environment.

The Business School provides a WebCT site for each of its courses. This site provides the basic information you might need (course outline, electronic submission, communication tools, contact details etc) and in many cases staff utilise the site more fully.

If you are properly enrolled on a course you should automatically gain access to it and simply need to log on using your Greenwich username and password in the manner describe below.

> If you are having problems accessing Business School sites you are properly enrolled on please email esupport@gre.ac.uk and explain what the problem is to them.

1. Go to the University of Greenwich web pages http://www.gre.ac.uk/
2. Click on '**Student Portal**' at the bottom of the page
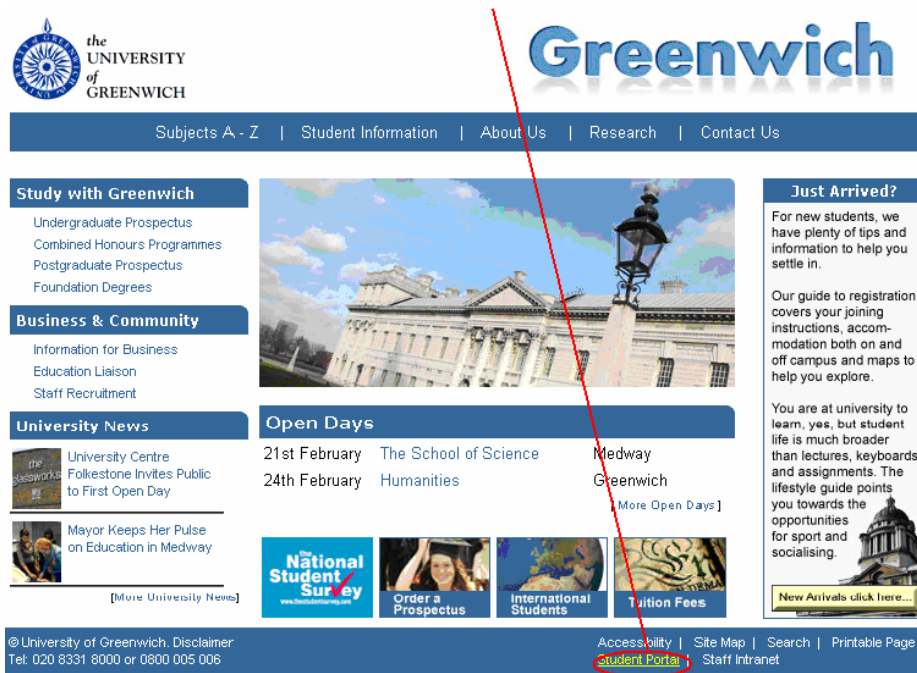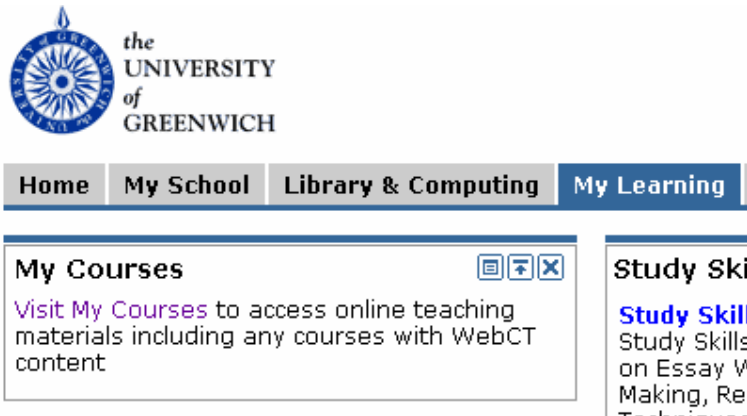
3. Log in using your gre username and password.

4. Click '**My Learning**'

5. Now click **'Visit My Courses'**

6. All the courses you have been enrolled on should now be displayed.

Important:
Ensure that you click 'log out' when you are ready to leave the WebCT environment.

If you encounter problems with WebCT

If the course you are taking is not on your MyWebCT list, it suggests you are not correctly registered on that course and that you need to see your personal tutor to ensure you are correctly enrolled as soon as possible.

If you need help using WebCT please contact the e-Support Office by email: esupport@gre.ac.uk

Schedule of Coursework

All students registered under the programme will undergo induction into postgraduate studies and also will be connected with their personal tutors within initial sessions. Normal taught classes will commence from first week of October. The detail course delivery and assessment schedule will be given to you during the induction.

Social and Cultural Programme

Apart from studying core and specialist subjects directly leading to the degree, it is expected that while at the college students will be regularly communicating with members of academic staff and peers in social settings. Events like visit to industry or leisure trips shall be arranged with a view to bring together.

Extenuating circumstances

The following section must be read in conjunction with the University regulations on extenuating circumstances which can be found in Appendix C of the Academic Regulations for Taught Awards under the 'My Learning' tab of the student portal.

How extenuating circumstances works
The University acknowledges that at times matters beyond a student's control will impact upon their performance. Examples of such matters include a new illness, death in a family, injury or suffering violence. The matters the University is most concerned with are those that either impair a student's performance or interfere with a student completing assessment within a give timeframe.

The University has a mechanism called 'extenuating circumstances', which is overseen by an empowered committee that receives applications by students who have experienced matters beyond their control which have impacted upon their performance or ability to complete assessment.

To make a claim, a student needs to complete an extenuating circumstances form (available from the web address in the section above), attach relevant evidence and submit the form at the earliest instance that it is clear that the matter will impair their performance. The evidence must (normally) not just describe the matter but also indicate the level of impact it has had on the student.

The appropriate committee will then review the claim and evidence and either accept the claim or reject it and the secretary of the committee will notify the student accordingly.

To protect students' privacy, the proceedings of this committee are made anonymous by the committee chair or secretary so that staff taking part in the panel does not know which student is making the claim. The proceedings of the committee are confidential and only the committee's decision will be made public – never the details of the claim.

Regardless of whether a claim is accepted or rejected, the Progression and Award Board will be advised that a claim was made, in addition, the decision of the extenuating circumstances committee will be announced so that a student's performance can be considered in light of the matters that may have affected them.

Failing to meet a deadline
The University does not allow extensions to coursework deadlines. Any coursework that is submitted late without the submission of an extenuating circumstances claim will receive a '0' grade.

In general, students with a reason for missing a deadline where that reason can be described as unexpected, uncontrollable and where the reason can be suitably evidenced may apply for extenuating circumstances and may submit their coursework online up to two weeks after the deadline.

The decision as to whether the submitted coursework will be marked or not depends upon the outcome of the Extenuating Circumstances Committee's deliberations.

Students who take this route should note that:
- If a matter has arisen that will affect their likely ability to meet a deadline they must claim for extenuating circumstances at the earliest instance of this matter being known.
- If a minor problem was experienced in submitting the work, the Extenuating Circumstances committee is more likely to be favourable if the work is submitted at the next available opportunity (i.e. the working next day);
- IT and computer failure is not considered 'unforeseen' and therefore is not usually grounds for extenuation (please keep backups);
- Problems uploading a file onto WebCT will usually only be accepted as a valid if the source of the problem is with the University server. In acknowledgement that WebCT is a new

environment to most users, a single failure to submit per year with WebCT will usually be accepted by the Extenuating Circumstances Committee but any subsequent failure will usually be declined.

- If a mistake is made and the wrong file is uploaded, WebCT will allow you to change it but if you notice a problem once the deadline has passed the submitted document will be the one sent for marking (even if it is the wrong version or the wrong document).

To take this option, submit an extenuating circumstances claim form and the late assignment **to the 'Late Submissions' area of the course WebCT site**. This area will be available for the two weeks following the coursework deadline. You will need to scan the extenuating circumstances claim form and any supporting evidence to create a PDF file for this submission.

If the WebCT site for your course is not listed under 'my courses'

If you are unable to submit your coursework because the WebCT for the course is not listed under 'My Courses' on the portal, please bring this to the attention of your Personal Tutor **at the earliest opportunity**. Your Personal Tutor will then organise the addition of the course to your course schedule and advise you when you are able to submit.

If you have a coursework due and you cannot gain access to the WebCT site within two weeks following the due date, you may submit a hardcopy extenuating circumstances claim to the Business School Office.

Plagiarism

When you submit work for assessment, we expect this to be your own work and not the work of others. It is very important that when you refer to the work of other people, either summarising their ideas or quoting things they have said, that you clearly identify and acknowledge this.

If you do not clearly identify and acknowledge the work of other people that you refer to in an assignment, **we view this as misrepresentation**; that you are trying to claim credit for work done by others. This is a **serious offence** under the University's regulations.

This most often occurs when students make use of online sources. Many students assemble information by using copy and paste from websites into a document, then editing this. In using this method, it is very easy to include direct passages from other people's work and not properly identify and acknowledge this.
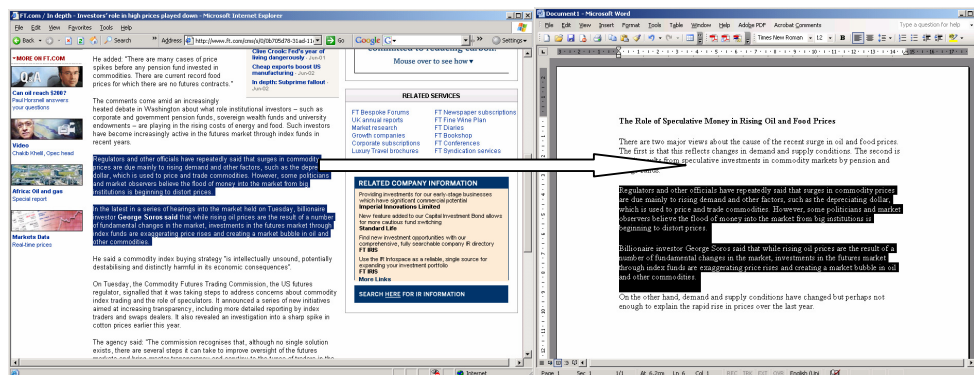
In the case illustrated above, the way to identify and acknowledge the large quote from the original author would be to indent the copied material and to provide an in-text citation to the author:

> There are two major views about the cause of the recent surge in oil and food prices. The first is that this reflects changes in demand and supply conditions. The second is that it results from speculative investments in commodity markets by pension and hedge funds.
>
> > Regulators and other officials have repeatedly said that surges in commodity prices are due mainly to rising demand and other factors, such as the depreciating dollar, which is used to price and trade commodities. However, some politicians and market observers believe the flood of money into the market from big institutions is beginning to distort prices.
> >
> > … Billionaire investor George Soros said that while rising oil prices are the result of a number of fundamental changes in the market, investments in the futures market through index funds are exaggerating price rises and creating a market bubble in oil and other commodities.
> > (Chung, 2008, p.1)
>
> On the other hand, demand and supply conditions have changed but perhaps not enough to explain the rapid rise in prices over the last year.

The in-text citation (Chung, 2008, p.1) is a shorthand pointer to a full reference in the reference list at the end of the assignment:

> **Reference List**
>
> Chung, J. (2008) Investors' role in high prices played down. *Financial Times*, June 4, pp.1-2.
> Available from: http://www.ft.com/cms/s/0/0b705d78-31ad-11dd-b77c-0000779fd2ac.html (accessed 30.9.08).

Please note that **all coursework submissions will be checked for plagiarism** using the 'Turn it in' software system. This systematically compares the text you submit against text available on the internet and other student's submissions at this and other Universities. Any matching passages between the submission on the left and text already in existence are automatically highlighted:
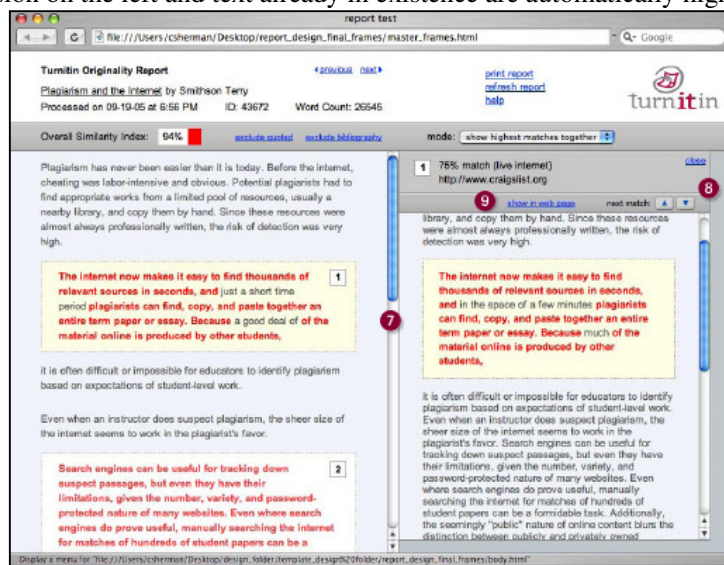
The University Regulations governing suspected plagiarism and exams offences can be found under 'Rules and Regulations' in the 'My Learning' tab on the portal.

With section 1.1. of that document, **plagiarism** is defined as including, but is not limited to:
i)   using published work without referencing (the most common);
ii)   copying published work but with minor paraphrasing;
iii)   copying coursework essays or allowing ones work to be copied;
iv)   using work previously submitted for another award;
v)   collaborating with any other person when the work is supposed to be individual;
vi)   taking another person's computer file/program/designs/drawings;
vii)   submitting another person's work as one's own;
viii)   the use of unacknowledged material published on the web;
ix)   purchase of model assignments from whatever source;
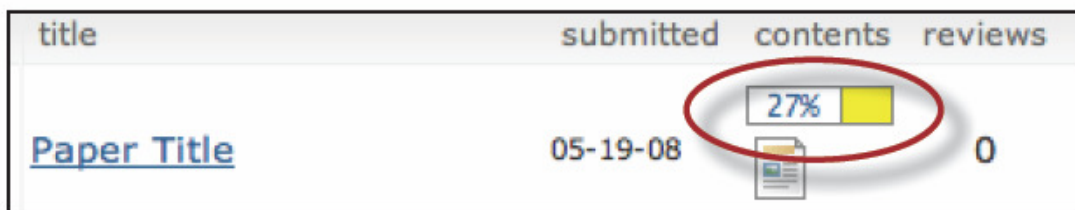x)   copying another student's results.

Penalties for plagiarism vary but may include failure in the piece of work, failure in the course, failure for the entire year of study, a lower degree classification or exclusion from the University.

To reduce the risk of the inclusion of unidentified or unattributed work you are **strongly advised** to:
- Avoid copying and pasting from online sources; read and write or make handwritten notes as you read.
- Make use of *'Document it',* a free Microsoft Word plug-in that allows you to record and manage citations, in accordance with the rules of correct referencing, available from http://www.documentit.co.uk/download.php or *Endnote Web* available via the Web of Knowledge database in the library's electronic resources listings.
- Test your understanding of what is or is not plagiarism with the online Study Skills Course Progression in Information Skills at the bottom of your 'my courses' list on the portal.

Interpreting a JISC Turnitin Report:
The method through which you are being asked to submit your assignment will give you access to the JISC Turnitin report on your assignment – it is called an "Originality Report" and this report gives an analysis of how much of the assignment matches against the files in the JISC database through a measure called the "Similarity Index".

The higher the percentage of the Similarity Index, the greater the amount of text in the assignment which is found to be matching. The percentage is generated by the amount of similar or matching text compared to the number of words in the submission in total. Generally, the scale of the Similarity Index is not a clear indicator of plagiarism itself because direct quotation, citations and the bibliography areas of the paper are not automatically excluded. However when there are sections of text included without quotation and when citations are missing matches may give students insight into areas of practice in your writing that will cause concern to the University tutors.

Notes:
1.   Originality reports often take up to 24 hours to be released by Turnitin;

2. The reports are time sensitive and tend to gain higher levels of matching over time for assignments with poor practice as new materials are increasingly added to JISC.
3. The determination of plagiarism is left solely to academic staff and although Turnitin is a useful tool, it is not the arbiter of the decisions.

On many assignments we have also enabled 'resubmit' so you can see the report and revise and resubmit the assignment. This is a developmental attitude aimed at assisting you to fine-tune your writing.

Your Comments and Complaints

If you have any comments which you think would help improve this course, please do let us know.

Similarly, if a problem arises that relates to this course, please raise it with the staff member concerned i.e. if you have a problem with something occurring in seminars talk to your tutor, but if it is a wider problem related to the operation of the course, talk to the course leader.

If you feel unable to approach the staff member concerned yourself or the problem impacts on a number of students you can contact your student representative and ask them to pursue the issue on your behalf.

If, after discussing the matter with the staff member concerned, you feel that the problem has not been resolved you may take the problem to your programme leader.

If this does not resolve the issue, please seek advice from the School Office about how to proceed.