

STUDENT HANDBOOK



ERHVERVSAKADEMI
KOLDING

in collaboration with

Coventry
University 

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Essential information for all taught postgraduate students. This guide provides you with the key information you need whilst studying at IBA Erhvervsakademi Kolding and explains what is expected of you. You must read this thoroughly before starting your course and refer to it regularly.

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INTERNATIONAL BUSINESS ACADEMY (IBA)

IBA offers higher education courses at AP, Professional Bachelor and Master's levels, within areas such as finance, sales and marketing, communication, technology and web, production and management, amongst others. In addition, we offer various further educations and short courses to business people who need an upgrade to their skillset, along with 6-week courses for jobseekers within a wide range of fields.

At IBA, we are passionate about developing and delivering education courses that work in the real world, creating value for both companies and people. Within the courses we combine theory with practical skills, based around cases and projects, in collaboration with the business world - with internships as standard, or based around adult students' regular working days within a company.

IBA also puts focus on research, innovation and development, in collaboration with a wide range of companies and partner institutions, in Denmark as well as abroad. IBA works with over 85 universities and institutions across the globe, from overseas or far-flung countries such as China, South Korea, Brazil and America, to European countries such as France, Spain and Romania.

We are an active member of the Network of International Business Schools (NIBS). Study trips, student and employee exchanges, as well as confer-

ences and development projects, are all organized through this network of international partners. IBA students also take part in international case competitions.

IBA's Master's courses are accredited by Coventry University and the Danish Evaluation Institute. Many of our international partner universities also offer IBA students direct access to their higher education courses.

IBA has Erasmus Charter. Individual students from our partner institutions are therefore welcome here as exchange students, just as our Danish students have many opportunities to include an overseas trip as part of their studies.

In total IBA has around 4,700 students annually - represented by 1,500 full time students, and 3,200 students on the professional development courses. Students come from both Denmark and abroad, forming the basis of an exciting, attractive and international student environment.

IBA has around 120 permanent employees and 80 freelance teachers and lecturers.

IBA is located at Havneparken 1, 6000 Kolding. You will be based mainly in the building identified above and often the academic staff with whom you will have regular contact will also be based there.

Vision without action is merely
a dream. Action without vision
just passes the time. Vision with
action can change the world.

Joel Arthur Barker, 1991



STUDENT SUPPORT AND GUIDANCE

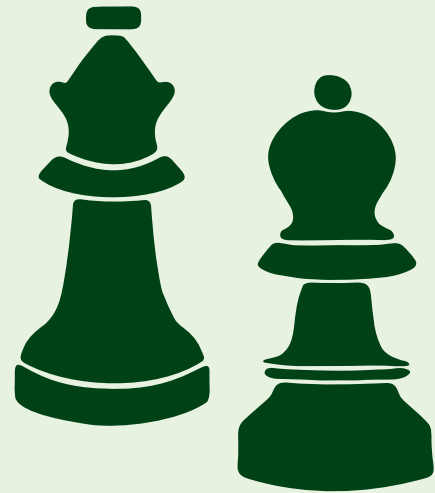
INFORMATION POINT

The reception desk (Information Point) is your first point of contact for any questions, queries or problems that you may have. If they cannot answer your question, they will be able to find or direct you to someone who can.



Fleur Artmann

IBA@iba.dk
Receptionist



COURSE TEAM

The Course Team manages your academic record and can help answer course, module and assessment queries. They can also help you understand the University's academic processes, rules and regulations.

You can call in during the drop-in hours via the Reception Desk. You can also make an appointment to see your Course Administrator / Course Director either by phone, email or via the Reception Desk. This is a good idea if you do not come into IBA every day.

If you telephone the Course Team, please have your CU student identity number (SID) / CPR-nr. ready.

- Put your name and SID number in the subject line of your email.
- Put your course at the beginning of your message e.g. MSc International Business.
- Keep your email as short and concise as possible.

A key standard of university-level education is student independence and initiative: IBA expects you to possess the skills and confidence you need to find things out for yourself, rather than requiring large amounts of direction.

The way to succeed at university is to be active in the pursuit of answers, rather than passively to wait for them to be given, whether in your courses or in general areas of student life.



Peter W. Lei

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Course Director
CU Study Courses (UK)



Franziska Feigl

FRFE@iba.dk
Course Administrator
Master's courses (UK)

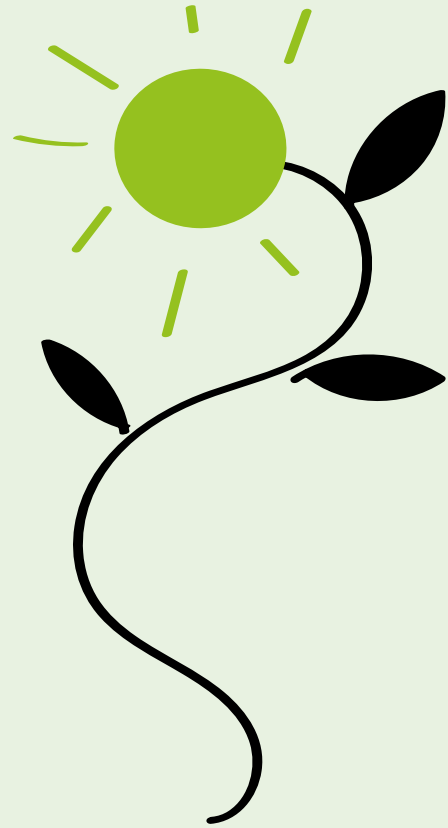


Jelena Ose

JEOS@iba.dk
Course Administrator
Bachelor's courses (UK)



POSTGRADUATE EMPLOYMENT TUTORING



The IBA have a dedicated Postgraduate Employment team that supports Postgraduate Students developing international employability skills sets and gaining work experience, internships and consultancy projects. A dedicated Postgraduate Employment Tutor provides specialist support and guidance upon Denmark including developing business acumen, understanding recruitment processes and assisting gaining volunteering and work experience opportunities.

The Postgraduate Employment Team builds relationships with external local and national organisations to generate opportunities for Postgraduate Students to build upon their skills and experiences.

In the job portal of IBA you can see a list of advertised internships, student jobs, full-time jobs and projects. As a student you can see vacancies or create a profile and get relevant adverts sent automatically.



**Anne Miriam Lind
Sørensen Bøytler**

AMLB@iba.dk
Projectworker

IT SUPPORT

During the course of your studies you will make extensive use of information technology. There is an IT Service Desk in the IBA to help you make the most of these facilities. You can visit them in person, call them on +45 40 88 40 19 or email it@iba.dk



**Silas Vasili
Juhl Pedersen**
IT-supporter
Tlf.: 72 11 82 99



Rune Saksager
IT-supporter
Tlf.: 72 11 82 99

STUDENT COUNSELLOR

Student counselling is an offer students can make use of during their studies. Student Counselling can help you get the best out of your studies when something in your life isn't optimal. The student counsellor has duty of confidentiality, so all conversations will take place in a confidential environment. You can book an appointment by emailing the student counsellor, and she will find a time that suits you. The student counsellor can also make a reference to a psychologist for you.

You can talk about everything from absence, death, addiction, mental illness, and exam anxiety.



Morten Kier
MKI@iba.dk
Student Counselor



Benjamin Thomas König
Student Priest



Line Langkjær-Schuldt
LILS@iba.dk
Student Counselor



Maria Outzen
Student Psychologist

BUDDY PROGRAMME



IBA buddies are student volunteers, and one will be assigned to you to help you through the first weeks in Denmark when some things will seem strange and unfamiliar.

Before coming to Kolding, you will get your buddy's name and contact details. It is important that you get in touch with her/him and let them know when you're arriving, so they can then pick you up at the train or bus station in Kolding. Your buddy will also show you the school and advise you on practical matters.

STUDENT REPRESENTATION

Student representation is an important element of academic life and is central to IBA quality procedures. You will receive information regarding this and how to become a student representative during the Induction Week. Student fora minutes will be sent to students and make clear how issues raised by students are responded to.

Your views are extremely important in contributing to the running and future shape of your course. There are several levels of student representation within the IBA:

- Course Approval Events with Coventry University and the Danish Evaluation Institute (EVA) - Questions about your study experience at IBA
- Agent Workshop - Panel Discussion "Why did students choose IBA?"
- Study Board meetings with Course Director and Course Administrator – Exchange about Student Satisfaction
- CCQEM (Coventry University Collaborative Course Quality Enhancement and Monitoring) process/report - Suggestions as to how IBA could improve the PG Course
- Induction Days - Welcoming new students
- Buddy Programme - Helping new students to settle in and find their way around IBA/ Kolding.

TEACHING AND LEARNING ENVIRONMENTS

You must read the information (available on your course CANVAS page) so you know what is expected of you, especially when taking exams and submitting coursework assignments:

- Your Student Handbook;
- Course Specification;
- Module Guides relevant to your course.

TEACHING, LEARNING AND ASSESSMENT ENVIRONMENTS

MS TEAMS is a simple to use platform where students, teachers, and staff can seamlessly work together, create content, and share resources.

WISEflow, a digital exam and assessment platform that has been used by IBA for a number of years. All coursework and exam papers have to be submitted via WISEflow.

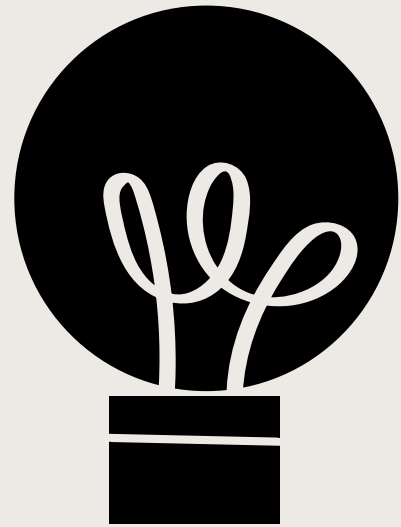
UMS, a user management system that has been used by IBA for a number of years. Your attendance is registered here and you can check your timetable. There is also an app IBA Erhvervsakademi Kolding.

CANVAS, a virtual learning environment that has been used by IBA for a number of years. All course materials can be found here. There is also an app CANVAS.

CANVAS is a simple to use, teaching and learning experience platform. Interaction and conversation is built into CANVAS through the feed. The feed is where everyone on your course/modules can interact with each other, ask questions, share content and discuss topics. CANVAS is easy to navigate and wherever you are in CANVAS you are only ever one click away from the course and module information.

Your course has an announcement section in CANVAS where your Course Team and module leaders will provide essential course information and updates.

Every module within your course has a module space in CANVAS associated with it. To gain access to your CANVAS spaces you will need a username and password. You obtain your username immediately upon enrolment.



The online module spaces are a vital learning resource and it is essential to engage with your modules on CANVAS regularly through your mobile, laptop or desktop computer. The module spaces provide access to a wide range of resources and facilities together with the essential information for that module.

Learning resources such as presentation slides or reading are generally made available by lecturers in advance of a teaching session.

All in all, CANVAS is a vital learning resource and it is essential that you incorporate CANVAS into your learning routine. Please note, however, that just as different teachers have different styles, module leaders will use CANVAS in different ways.

Our online learning platforms such as CANVAS are designed to enhance your learning and for most modules the information provided is to be used in addition to attendance at face to face teaching sessions.

We will send all official e-correspondence to your private email account. We will not respond to emails which are not sent from your personal email address. You must check your e-mail inbox regularly to keep updated with important information about your studies. If you do not, you cannot use this as a defence if you fail to meet any requirements.

REGULATIONS

The regulations govern all Coventry University courses of study at IBA Erhvervsakademi Kolding. They contain rules and important information about being a student. They are part of the formal contract between you and IBA Erhvervsakademi Kolding.

At IBA Erhvervsakademi Kolding, the Regulations are split into:

ACADEMIC REGULATIONS

- Admissions
- Management of assessments
- Awards and classifications

GENERAL REGULATIONS

- Your responsibilities during exams
- Code of Conduct
- Disciplinary matters

You should read the Regulations and refer back to them frequently so that you understand your responsibilities during your studies. All regulations are published on CANVAS.

The information in this handbook explains and provides guidance on some of the most important areas of the regulations.

By enrolling at IBA, you accept and agree to abide by IBA's Academic and General Regulations, codes of conduct and other provisions, and accept your responsibilities as a student. You also accept liability to pay fees at the appropriate level and by the due date.



THE MODULAR FRAMEWORK

All Coventry University postgraduate degree courses are made up of a number of modules (units of study) at agreed credit values.

1. MODULE LEVELS AND CREDITS

Your course handbook/course specification will give you full details of the requirements for each award.

The credit rating for each module is calculated according to the overall effort expected from a student in order to successfully complete that module. One credit normally represents 10 hours of total effort. Total effort includes all teaching activities and independent study.

Under the current curriculum framework 120 credits are required for the Postgraduate Diploma and a further 60 credits for the Masters award (180 total).

2. MODULE STATUS

Your course will be made up of mandatory modules. You must pass all modules to achieve your award.

3. INFORMATION ON MODULES OFFERED

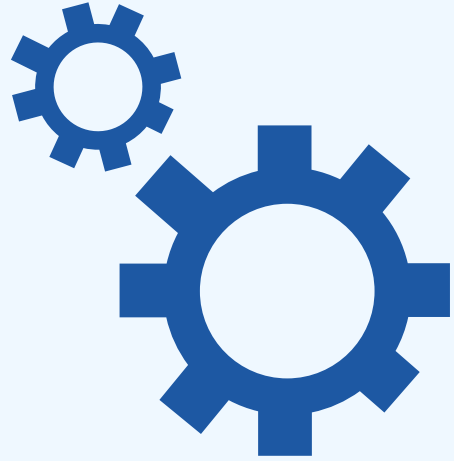
Each module has a Module Descriptor that sets out the aims and intended learning outcomes, the indicative content, method of assessment, essential and recommended reading and other information.

You can read the module descriptors for each module running in an academic year by checking CANVAS.

4. TIMETABLING

As a full-time student you can expect to complete a Postgraduate Diploma in a minimum of two semesters and a Master's degree in three semesters (one calendar year).

Please find the Academic Calendar on CANVAS and your timetable on UMS.



CHANGES TO YOUR INDIVIDUAL COURSE OF STUDY

If you decide to withdraw from the whole course, you must discuss this with your Course Director. Please read the Refund and Withdrawal Policy in your admission notice for further information.

ATTENDANCE

Students are expected to attend the classes for which they are enrolled punctually and regularly, and it is their personal responsibility to ensure that they do so. International students are required to meet the requirements of their residence permit. Students should note that certain external agencies have the right to request information on their attendance (e.g. SIRI).

Monitoring of attendance may take place at any point during a student's enrolment.

All students must report their absence to the Course Administrator and module leader.

COURSEWORK ASSIGNMENTS

'Coursework' = any type of assessed work that falls outside of the exam periods at the end of each teaching block. This may include essays, projects, presentations, etc.

You must submit written coursework via Wiseflow.

Penalties may be applied for exceeding any word limit set. Your module leader will let you know whether your writing within the word limit is part of the assessment. If the limit set is a maximum or a minimum, a penalty of 10% of the mark for that piece of work will be applied to submissions that exceed or are below the requirement by 10% or more.

You must manage your time to meet coursework submission deadlines. **If you submit an assessed piece of work late,**

without an authorised extension (see below), you will receive a mark of 0% for that piece of work.

ETHICAL APPROVAL

Ethical approval is needed when you plan to collect primary data for your research project or dissertation, e.g. surveys questionnaires, interviews etc. Ethical Approval must be obtained from your supervisor/ module leader prior to your project or dissertation. The Ethical Approval Form can be found on Canvas.

EXTENSIONS

If unforeseen circumstances arise before the due date of the work, you may apply for an extension to the submission deadline of up to two calendar weeks.

Extensions are only given for genuine extenuating circumstances and medical reasons. We do not grant extensions for bad planning of your time. Theft / loss of coursework or failure to keep back-up files are not valid reasons for an extension.

You can apply for an extension via email to the Course Administrator. Your request must be accompanied by original documentary evidence such as a doctor's note or some other official documentation.

You must apply for an extension before the due date of the assessment. We will consider your request and, if it is accepted, you will be given a new date by which you must complete and hand-in your work. The maximum extension period is two calendar weeks.

If your request is rejected, you may be able to appeal the decision - Section J below contains information about this process.

MODERATION AND FEEDBACK

We will mark your work and provide you with feedback explaining the strengths and weaknesses of your assignment.

We internally moderate the marking of all assessed coursework tasks. All assignments, projects and dissertations are double-marked.

There is an IBA commitment to provide results and feedback to students within 15 working days after submission of summative assessments, e.g. CW and Exam, in advance of results being confirmed and released formally via SOLAR.

Therefore, any results that are provided by this mechanism will be unratified and remain provisional until they are approved by the Course Assessment Board and released for you to view on SOLAR."



EXAMINATIONS

WHEN ARE EXAMS HELD?

The exam periods will take place during January, May and August.

No holidays should be booked during semesters, including exam periods.

Academic dates/semester dates can be found on CANVAS and UMS.

You must make sure you read your exam timetable on CANVAS/Wiseflow carefully and keep checking it as misreading the timetable is not a valid reason for missing an exam.

THE EXAM PROCESS

Candidates must avoid taking any of the following into any examination room.

If you have brought any of the items below to the examination room, they must be left in your bag (must not be kept in your pocket even if switched off). Place the bag under your seat and make sure all electronic devices are switched off completely.

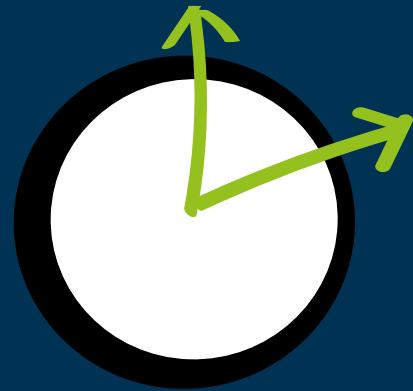
Please note that just taking these materials into an examination is an offence that can lead to penalties, even if a student is not caught in the act of using them to cheat or even if the item is not switched on.

- Any written materials, such as books, revision notes, papers (including blank, spare paper), calculator manuals
- Pencil cases
- Bags/brief cases etc
- Any electronic devices such as radios, Cassette/CD players/MP3 Players
- Mobile telephones and any other equipment with telecommunication facilities including watches, glasses which can connect to third parties via mobile signal, blue tooth etc. whether switched off or not;
- Any devices with alarms on such as phones, watches etc.
- Correction fluids e.g. Tipp-Ex
- Calculators which can store text (programmable); they will be confiscated and used as evidence of suspected exam misconduct.
- Unauthorised dictionaries are not allowed.

This list is not exhaustive.

IMPORTANT INFORMATION:

- Check you have the correct examination paper on Wiseflow.
- Check that you have been issued with any required extra materials (e.g. case study) as stated on the front of the paper.



- You cannot borrow or share calculators. All calculators must be non-programmable. The University is not responsible for providing spare calculators.
- You will not be allowed into the exam after it started.
- You may not leave in the first 30 minutes or in the last 30 minutes.
- If your first language is not English you may use a translation dictionary (not electronic) for the first 15 minutes of the examination only to clarify the meaning of the questions, (unless the examination gives different instructions).
- During the examination you may not smoke or eat. Only clear bottled water is allowed.
- If you have a query or need help in any way please raise your hand and an invigilator will come to you; do not leave your seat.
- If there is a fire alarm or other disturbance during the examination stay in your seat; the invigilator will tell you what to do. Do not talk to other candidates during the evacuation.

IT SYSTEM FAILURE AND/OR EXTREME WEATHER CONDITIONS:

If there is an IT system failure and there is no, or limited, access to the Wiseflow web-

site, you can find the latest information and notifications (for example any changes to the exam times due to extreme weather conditions) on CANVAS.

INDIVIDUAL EXAM ARRANGEMENTS/ ALTERNATIVE ASSESSMENTS:

If you need special exam conditions due to illness or disability (physical or sensory) you must apply to the Course Administrator before the exam period, and submit evidence. The request will apply to all exams, for the duration of your postgraduate degree so you need only apply once unless your conditions change. If you do not apply by the relevant deadline, we will not be able to offer special conditions for the exams, due to the number of applications and the need to produce the exam timetable.

In some exceptional cases, we may vary a specific assessment task for a student. Most disabilities and/or long standing health conditions can be supported through reasonable adjustments and/or special exam conditions, without varying the assessment task itself.

ACADEMIC INTEGRITY

We expect all our students to act with integrity in the way they study and communicate with others, which means that you must always complete your academic work in an open, honest and responsible manner.

You will learn about academic integrity and gradually develop a range of academic skills throughout your studies. If you would like additional support in any aspect of your learning and development, you may book a place for regular workshops and tutorials provided through the library.

All academic work builds on the work of other people. In order to make clear to readers the difference between your own words, images etc. and the work of others, you must acknowledge your sources by appropriate use of referencing, as explained in section I below. Computer software is used to systematically check students' submissions of work for originality and authenticity.

It is important that you understand what is expected of you and where to obtain support if you are unsure what to do or if you

are accused of academic dishonesty. Academic dishonesty means any attempt by a student to gain unfair advantage (e.g. extra marks) for her/himself, or for another student, in ways that are not allowed.

If suspicions arise that you have used unfair practices to gain an advantage in your academic work, then you will be invited to attend an academic conduct meeting.

HERE ARE SOME EXAMPLES OF ACADEMIC DISHONESTY:

Collusion means two or more students, or students and other people, working together in the preparation and production of work, which is then submitted as individual work for academic credit. In cases where one student has copied from another, all students involved may be penalised. The line between acceptable co-operation and unacceptable collusion varies according to the type of work involved. The module leader will issue clear guidance on how much co-operation is acceptable. If you are not sure, make sure you ask.



Falsification is the presentation of false or deliberately misleading data in, for example, laboratory work, surveys or projects. It also includes citing references to sources that do not exist.

Deceit concerns misrepresentation or non-disclosure of relevant information, including the failure to reveal when work being submitted for assessment has been or will be used for other academic purposes.

Plagiarism happens when you include other people's words, images etc. in your own work without acknowledging the source. Examples include:

- Using the words of a published source in a written assignment without appropriate documentation/acknowledgement
- Presenting someone else's original concepts, ideas, and/or arguments as your own
- Presenting someone else's scientific research, case studies etc. as your own, without properly acknowledging the source of the material
- Submitting an assignment that you've not written yourself as your original work
- Copying answers or text from another student and submitting them as your own
- Using long pieces of text or unique phrasings without using quotation marks and acknowledging the original source
- Citing data without crediting the original source
- Proposing another author's idea as if it were your own
- Submitting someone else's computer course or spreadsheet with minor alterations as your own
- Presenting another author's structure or sequence of ideas as your own without giving the original author credit
- Submitting an assignment that you did not write yourself (e.g. downloaded from a sharing web site, provided by another student, written by a friend or relative especially for you or bought from an "essay mill")
- Resubmitting part or all of work for which you already had academic credit, without acknowledgment or prior authorisation (self-plagiarism)



Exam Misconduct is any attempt to gain an unfair advantage in an assessment (including exams), or assisting another student to do so. This includes taking unauthorised materials into exams, copying from other candidates, collusion, impersonation, plagiarism, and unauthorised access to unseen exam papers. Please take note that you are not allowed to take any electronic equipment into an examination (including phones, smart watches and glasses) that could be used to inappropriately communicate with others or to access information during the exam.

It is the role of IBA to ensure students have ample opportunities to learn and develop in their academic practice. Instruction and advice will be provided to enable students to comply with current academic conventions. It is only by following the academic process as defined in the training and advice, that students will develop understanding of their particular academic field, they will be able to produce good quality work of their

own in a more coherent and consistent way, thereby demonstrating that the required learning has taken place. Your co-operation is expected in actively protecting the integrity of the assessment process. It is your duty to observe high personal standards of academic honesty and integrity in your studies and to report any instances of malpractice you become aware of to the Course Team.

Allegations that arise will be investigated under the IBA's Academic Conduct procedures.

The maximum penalty for a proven case of academic dishonesty is expulsion from IBA. If you are found to have committed academic dishonesty, details of your actions will remain permanently on your student record and beyond your period of enrolment. If academic dishonesty is proven against a student after graduation they may have their academic award(s) withdrawn.



ACKNOWLEDGING SOURCES IN ACADEMIC WRITING

Gathering information from your reading of a variety of sources is an essential part of most academic writing, and it is important that you cite and reference these sources in the required style. All writers borrow ideas and concepts from other sources and building upon previous research and developing new ideas from previous findings is seen as good practice. However, these ideas and concept must be attributed correctly through citing the source in your writing and including a full reference for the material in your reference list. Whenever you use information from other sources

you must document the source in two ways:

- * provide an in-text citation of the source in the main body of your writing;
- * enter the source in the List of References at the end of your document.

You must cite and reference every piece of information that you borrow from another source because it is the intellectual property of the individuals or groups of people who have produced it. If you use any images, charts, graphs, statistics or quotations taken from other sources this



Niels Rabjerg Philipsen-
BIBEAk@iba.dk

Librarian

must be made very clear in your work. This is done by placing the words taken in speech marks (") or citing the source of any tables, graphs or images, together with page numbers. For more precise instructions on how to treat "Quoted" sources in the Harvard referencing style used by IBA check with module leader and the library. All statements, opinions, conclusions, images, etc. which you have understood or read from someone else's work (books, journals, lectures, videos, TV programmes, newspapers, internet pages, etc.) should be acknowledged, whether the work is mentioned, described, reproduced, summarised, paraphrased or directly quoted by you, regardless of whether the original source is in English or any other language.

WHY CITE AND REFERENCE?

- Good referencing practice demonstrates to your module leaders that you have read relevant materials and have understood the relevance, implications and effects of the concepts and ideas represented in those works.
- Good referencing practice enables students to build their ideas and hypotheses on the great works of authors in your discipline.
- Good referencing practice makes your writing scholarly and authoritative. It shows that you have researched your topic well, and shows your ability to follow academic standards.
- Good referencing practice displays intellectual honesty because the reader can see which elements of the writing are

original, and which are borrowed. Clear in-text citations and a full List of References help a marker to credit originality in your work.

- Good referencing practice allows your readers to locate and consult the sources you have used and enables you to go back to consult sources you have used in previous papers you have written.
- Poor referencing practice means that your writing is not based upon clear evidence, so it is hard to persuade your reader that your arguments are well-founded. Also be aware that the quality of your in-text citations and List of References is taken into account when assignments are marked.
- Poor referencing practice can give an impression of intellectual dishonesty because it is unclear to readers which information has been borrowed from another source. In the worst case this is plagiarism (see section H above), which means presenting someone else's work as your own. At IBA you will be penalised for plagiarism, whether it happens accidentally or deliberately. Therefore, it is important that you learn how to use and reference sources appropriately.

IBA uses the Referencing in Harvard Style. You must use this style of referencing within an assignment.

Full guidance on using the Harvard referencing style is available through the Library and on CANVAS. For more information or to book one-to-one support, please contact the Librarian.

**WHAT TO DO IF
YOU EXPERIENCE
ILLNESS
OR OTHER
CIRCUMSTANCES
THAT AFFECT
YOUR STUDIES/
EXAMS**

If you are unwell and feel that the illness is affecting your ability to complete work or attend an exam, you should make an appointment to see your doctor and obtain certified evidence (e.g. medical certificate, doctor's note etc.). This is a requirement of the procedures.

If illness or other circumstances affect your ability to meet a deadline for handing in assessed coursework or your ability to sit an exam, you should consult the detailed guidance on the procedures for dealing with extenuating circumstances. You will find information about what are acceptable reasons for having an extension or deferral approved on CANVAS.

If you hand in coursework on time or attend your exam(s), this will be treated as confirmation from you that you were fit for the assessment. We will not accept any later claim for extenuating circumstances for that assessment.

Requests for an extension or deferral will be considered by the Course Administrator.

IN BRIEF, THESE PROCEDURES ALLOW YOU TO REQUEST:

- a) an extension of a coursework deadline (up to a maximum of two calendar weeks from the original submission deadline);
- b) a deferral of assessment for a coursework or an exam (to the next assessment period).

ALL REQUESTS:

- must be submitted before the hand-in date of the coursework or the date of the exam;
- must be accompanied by appropriate third-party evidence. Original copies of the evidence should be submitted and all documents from medical practitioners must have a genuine practice stamp imprinted to confirm authenticity.

It is not possible to accept retrospective evidence or late requests.

APPEAL OF A DEFERRAL OR EXTENSION REQUEST REJECTION:

If you have significant new evidence regarding the initial request which was not considered with the original application, or if you have a specific allegation of irregularity about the conduct of the approval process, then you may appeal an unsuccessful decision.

- You have 5 working days from the rejection to appeal against the rejection of an extension application.
- You have 7 working days from the rejection to appeal against the rejection of a deferral application.

HEALTH AND SAFETY INFORMATION

Denmark is one of the world's safest countries. Crime rates are low – plus you get access to a comprehensive public healthcare system.

EMERGENCY

The Danish way of life is based on mutual trust and tolerance. Despite the low crime rate, you should be vigilant and take care of your valuables. The Danish police are approachable and helpful, so do not hesitate to contact them for assistance if you are in need. In the event of an emergency, call the emergency services at 112 for ambulance, police and fire services. When you dial the emergency call centre you will be asked for your name, address and the phone number from which you are calling. The call centre will then make sure that appropriate help is sent immediately.

HEALTHCARE

Once you receive your CPR number and health insurance card, you will have access to the Danish healthcare system, which includes free medical treatment - with some exceptions, such as dental care and physiotherapy.

Getting the Civil Personal Registration (CPR) number might take up to 2-3 months.

You are required to have an insurance or valid European Health Insurance for this period.

Please note: The Danish public healthcare system does not cover transportation to your home country in the event of illness.

THE DANISH NATIONAL HEALTH INSURANCE CARD

Upon registering with the Civil Registration System, you will receive a national health insurance card ('Sygesikringskort'). The card is your proof that you are entitled to all public healthcare services in Denmark, and must be presented at all visits to doctors, hospitals, and at pharmacists when collecting prescription drugs. The card states your name, address, and your CPR number, as well as the name and address of your doctor. It also provides healthcare coverage for up to one month on holiday trips within the EU/EEA and Switzerland.

ASSESSMENT BOARDS, REASSESSMENT AND RESULTS

After each assessment period your results will be considered by a Course Assessment Board (CAB).

A PAB considers the results of each student on a course and makes decisions about progression and awards. Results are unofficial and subject to change until they are confirmed by a PAB.

External examiners (impartial subject experts from outside IBA) are associated with each PAB. They attend these meetings and will consider a sample of students' work undertaken as well as teaching material and other documentation which has supported the teaching of a module.

This is part of a national system that ensures that standards are comparable across all UK universities.

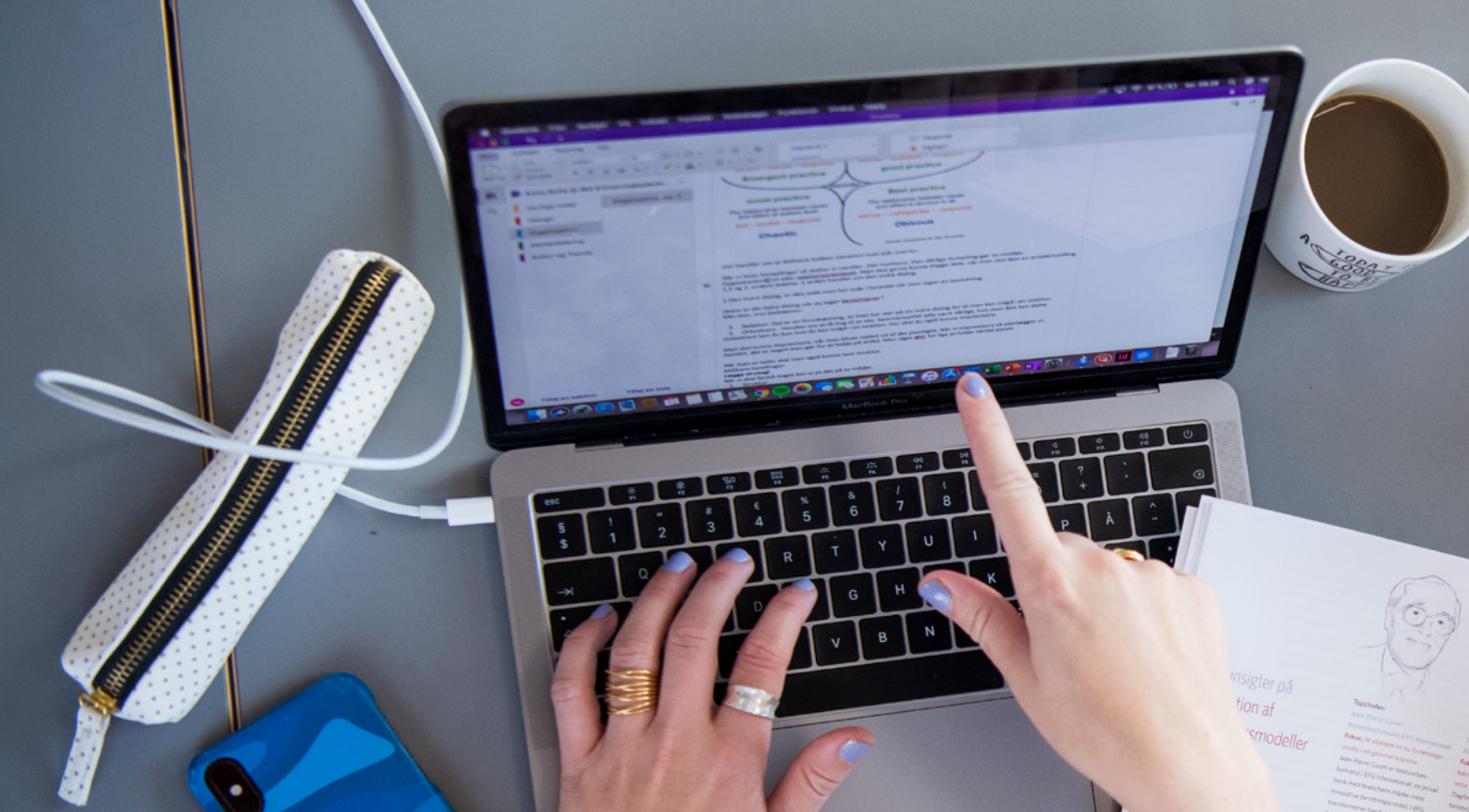
After the PAB has reached a decision about your progression on your course or your final award, your results will be released via the Student On-line Academic Record sys-

tem (SOLAR). We will send an email to your personal email account to tell you that your results are available.

We also use Wiseflow to confirm some assessment results before they have been formally confirmed and released via SOLAR. Any results provided through Wiseflow remain provisional until they are approved by the PAB and released on SOLAR.

If you do not pass all of your modules at the first attempt, the PAB will automatically allow you to resit the failed components on those failed modules without attendance at the next available opportunity.

If you fail your resits, the PAB will allow you a third attempt at the failed component(s). The overall module mark for second and third attempts will be capped at 40% or the highest earlier module mark.



AWARDS AND CLASSIFICATIONS

Awards of Master's, Postgraduate Diplomas and Postgraduate Certificates may be made with Merit or Distinction.

Thresholds for merit and distinction are normally 60% and 70% respectively.

Please check the Course Specification for information on how the classification is calculated.

If you have passed enough modules to be awarded a Postgraduate Certificate or Postgraduate Diploma, but intend to proceed to the next stage of your course, you are normally not entitled to receive a certificate, or attend an awards ceremony, at that time. An award is only made when you have completed your course of study and you have informed IBA of your decision.



APPEALS AGAINST ASSESSMENT RESULTS

If you want to appeal against the decision of a PAB, you must send an email to the Course Team within 10 working days of the release of your results on SOLAR. You must provide full supporting evidence for why you are appealing.

You may not appeal or request a review of your results simply because you disagree with the academic judgement of an Assessment Board about how it has assessed the merits of an individual piece of your work or about how it has reached a decision on your progression or final grade. Also, if you think

that your supervision or other arrangements were inadequate, this is not a valid reason to ask for a review and, if taken forward, it would be dealt with as a complaint.

The full details of how to appeal following the release of your results is available on CANVAS. If you have an appeal that is in progress your award will NOT be formally conferred until the appeal has been concluded. This may mean you have to wait for your certificate until the next conferment board meets.

GRADUATION AND REFERENCES

Month	Graduation Ceremony
July	Any student who has successfully completed their course and received their official results by February.
November	Any student who has successfully completed their course and received their official results by June.

Students cannot request to defer their ceremony. For more information about graduation, see the Graduation FAQs on CANVAS.

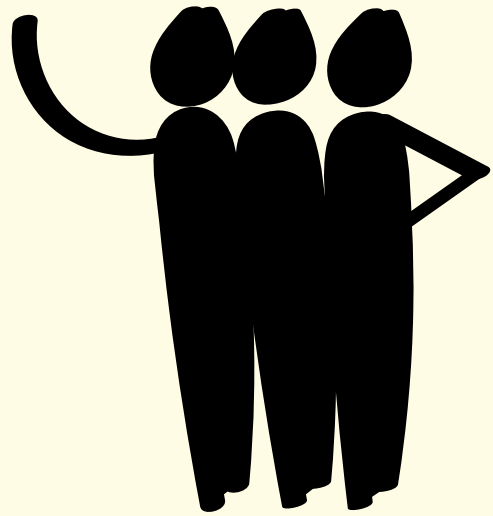
HIGHER EDUCATION ACHIEVEMENT AWARD (HEAR)

HEAR is your electronic transcript of the course you have undertaken and grades achieved, overall result, level etc. You can access this throughout your course so you can use it as evidence of completing each stage of your course. You can share it with employers if you are going for job interviews, agencies etc. You can access your Higher Education Achievement Report (HEAR) by registering at the following link: <https://www.coventry.ac.uk/theuniversity/key-information/registry/higher-education-achievement-report/>. A HEAR does not include attendance data, or comments about suitability for a specific role and is not an academic reference.

It is important you do this whilst you are a student and then set it up using your personal email address as you will then be able to keep accessing it once you are no longer a student with us. You will not be sent a hard copy of this document so it is important that you do register for it.

ACADEMIC REFERENCES

If you need an academic reference you have to request this form the Course Director. You should seek permission in advance of using their name to make sure they are happy to do this and to also give your written consent to share data with a third party.



HOW TO MAKE A COMPLAINT

We work hard to ensure that our students and staff create a positive and responsible community. However, there may be occasions when you want to raise concerns.

You should always try to resolve your concerns informally within the Course Team before pursuing the formal procedure (as outlined on CANVAS). Please raise any concerns or queries you have at the earliest opportunity so that they will be easier and quicker to resolve. Relevant staff at IBA

(your module leader, the Course Director, or the Course Administrator) should be able to help you resolve the majority of problems or concerns, unless you would prefer to seek impartial advice and support.

DISCIPLINARY PROCEDURES

You are an important member of the community of IBA. As a member of that community we expect you to:

- respect the rights and property of other students and of the wider community
- behave politely
- be tolerant of the views of others
- act like a responsible citizen, and
- respect where you live.

If you behave inappropriately (called an 'act of misconduct'), this will be dealt with under the Student Disciplinary Procedures.

You must not behave in ways that will cause actual or potential damage or harm to IBA or others (including reputational damage or harm). You must not prevent or interfere with the functioning, activities or operation of IBA nor with the work, studies or activities of those who are connected with IBA (including those who work at, study at and visit IBA). You must also behave appropriately when you are away from IBA but in an IBA context, for example on a company

visit or summer school programme, or in situations where there is some link to IBA or its reputation.

If you break our Code of Conduct or any of our rules and regulations about behaviour, we are likely to take disciplinary action.

MISCONDUCT INCLUDES, BUT IS NOT LIMITED TO:

- conduct that is also a criminal offence
- causing damage to IBA property or to property that belongs to someone else
- threatening, racist and/or abusive behaviour
- conduct that causes or could cause physical or mental damage, harm, alarm or distress to others
- inappropriate behaviour via social media
- failure to follow all IBA rules and regulations, codes of conduct or codes of practice
- behaviour on or off campus that damages or could damage the reputation of IBA

If you are found to have committed an act of misconduct, a penalty can be imposed. This is in addition to other outcomes such as a Written Warning.

Details of any disciplinary action taken as a consequence of an act of misconduct will remain permanently on your student record and beyond your period of enrolment.

USE OF SOCIAL NETWORKING SITES

Whilst the use of social networking sites has grown significantly in recent years, and can be a very useful tool for communication and learning as well as for online social interaction, students engaged in courses at IBA must be mindful of their responsibilities in relation to their behavior on social networking sites, such as Facebook.





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IMPORTANT FINANCE INFORMATION AND FEE IMPLICATIONS

PAYMENT OF TUITION FEES / PAYMENT INSTALMENT PLANS

All self-funding students paying a full course fee are entitled to pay fees by termly instalments.

OVERDUE AND UNPAID TUITION FEES

You must pay your tuition fees on time, failure to do so will result in your system access being blocked and may ultimately lead to exclusion and withdrawal from your course. Students are encouraged to contact the Course Administrator at the earliest opportunity if they are having difficulty meeting their financial obligations.

RE-ASSESSMENT

If you fail a resit of a module you will be required to retake the module the following year, and you will have to pay for it.

CHARGE TABLE

Academic Misconduct:	DKK 2.000
Re-take of module	DKK 2.500
Re-submission of dissertation:	DKK 5.000
Registration/ Non-attendance company visit	DKK 150

WITHDRAWING FROM YOUR COURSE

Please read the Refund and Withdrawal Policy in your admission notice for further information.

PRIVACY POLICY FOR STUDENTS AT THE IBA INTERNATIONAL BUSINESS ACADEMY

This privacy policy applies to those who have submitted an application to study at the IBA International Business Academy, Havneparken 1, 6000 Kolding, and those who are enrolled at the IBA.

The IBA is the controller responsible for the processing of your personal data. It is our duty to process your personal data in a responsible way, and you should contact us if you have any questions about this Privacy Policy or the processing of your personal data. Moreover, we have appointed a Data Protection Officer (DPO), whose task it is to advise the IBA on the processing of your personal data in accordance with the relevant regulations.

In the sections below, you can read more about when, how and for what purposes we collect and use your personal data.

WHEN YOU APPLY TO THE IBA

When you apply to the IBA, we process the following personal information about you: [name, contact details, date of birth, education, course participation, evaluations, etc.] In addition, we process your CPR number for identification purposes.

We do not process any sensitive personal information about you.

We do not access criminal records, and consequently do not generally process information regarding criminal offences.

PURPOSE AND LEGAL BASIS

Our purpose for processing your personal data is to manage your application and determine whether or not you may be admitted to the IBA.

Moreover, your data will be used anonymously for statistical purposes, such as compiling tables of our students' educational background, age, grade point average, completion rates, etc.

The processing of your personal data is carried out when necessary, and for the following purposes:

- In order to fulfill a contract to which you are a party (i.e. regarding your admission to the IBA), as set out in article 6(1)(b) of the GDPR.
- In order to fulfill a legal obligation (such as the reporting of certain information to the SU Board), as set out in article 6(1)(c) of the GDPR.
- In order to pursue a legitimate interest, or more specifically in cases where the interest of the IBA is considered to be of great importance, such as in providing relevant educational offers, the administration of courses, etc., as set out in article 6(1)(f) of the GDPR.

In certain cases, we may also obtain your consent to the processing of your personal data in accordance with article 6(1)(a) of the GDPR.

The processing your CPR number is due to legal requirements, more specifically § 11(2) (1) of the Data Protection Act.

We may disclose your CPR number in situations where it is considered to be a natural part of IBA proceedings, or when otherwise necessary in order to ensure that you can be uniquely identified. Disclosure may also be made to public authorities, if they so request.

INFORMATION REGARDING CRIMINAL OFFENCES

We will only process information about (potential) criminal offences in cases where we suspect a criminal offence committed in a study-related context. In such cases, the processing will be based on our legitimate interest in protecting IBA and preventing criminal offences from taking place.

WHEN YOU ARE A STUDENT AT THE IBA

When you are a student at the IBA, we process the following personal information about you: [name, contact details, date of birth, education, course participation, evaluations, your photo, personality tests, grades, etc.]

As part of the student administration, certain categories of sensitive personal data may also be processed in some cases, relating primarily to health, such as medical certificates, long-term illness, and sick leave.

We also process your CPR number for identification purposes.

We do not access criminal records prior to your admittance, and consequently do not generally process information regarding criminal offences.

PURPOSE AND LEGAL BASIS

The purpose of processing your personal data is to manage your course of study.

The processing of your personal data is carried out when necessary, and for the following purposes:

- In order to fulfill a contract to which you are a party (i.e. regarding your admission to the IBA), as set out in article 6(1)(b) of the GDPR.
- In order to fulfill a legal obligation (such as the reporting of certain information to the SU Board), as set out in article 6(1)(c) of the GDPR.



- In order to pursue a legitimate interest, or more specifically in cases where the interest of the IBA is considered to be of great importance, such as in the administration of your course of study, class evaluation, etc., as set out in article 6(1)(f) of the GDPR.

In certain cases, we may also obtain your consent to the processing of your personal data in accordance with article 6(1)(a) of the GDPR.

The processing of your sensitive personal data will only take place in the following cases:

- In any case where you have given your explicit consent, in accordance with article 9(2)(a) of the GDPR.
- In any case where the processing is deemed necessary for compliance with obligations relating to employment, health or social law, as well as specific rights, in accordance with article 9(2)(b) of the GDPR.
- In any case where the processing is deemed necessary for the establishment, exercise or defense against legal claims, in accordance with article 9(2)(f) of the GDPR.

The processing your CPR number is due to legal requirements, more specifically § 11(2)(1) of the Data Protection Act.

We may disclose your CPR number in situations where it is considered to be a natural part of the IBA proceedings, or when otherwise necessary in order to ensure that you can be uniquely identified. Disclosure may also be made to public authorities, if they so request.

INFORMATION REGARDING CRIMINAL OFFENCES

We will only process information about (potential) criminal offences in cases where we

suspect a criminal offence committed in a study-related context. In such cases, the processing will be based on our legitimate interest in protecting IBA and preventing criminal offences from taking place.

PHOTOS

The photo that was uploaded or taken of you during your enrolment at the IBA will be stored in the student administration systems and used internally for your student card and the class overview.

Situational photos from class or other student environments may be used for marketing purposes, e.g. in brochures or on the website. This is owing to our legitimate interest in promoting our educational activities, as set out in article 6(1)(f) of the GDPR. Photos may also be taken at graduation. These photos may be published in print and digital media on the basis of the same legitimate interest as mentioned above. You are not required to have your photo taken.

If we require a photo of you, you will be contacted in order to obtain your consent.

PERSONALITY TESTS FOR EDUCATIONAL PURPOSES

In cases where personality tests are considered a natural part of a course, they are carried out on the basis of our legitimate interest in ensuring the best possible educational courses, as set out in article 6(1)(f) of the GDPR. The results will usually be discussed in class. However, any student may contact their instructor in order to request an exemption from personality tests. This request will be granted, given that the request is made at the beginning of the course.

The instructor will delete all test results immediately upon completing the course.

PROJECTS AND ASSIGNMENTS

The projects and assignments you hand in

during your studies will be stored in Wiseflow, our digital exam system.

Projects and exam papers are permanently stored in the Urkund system, which is designed to check for plagiarism. If the submitted project is confidential (e.g. made in collaboration with a company), it may be removed from Urkund after having been checked for plagiarism.

When uploading your project to Wiseflow, you must decide whether or not to permit its publication. This is voluntary.

JOURNAL RECORD REGARDING YOUR STUDY – “THE STUDENT RECORD”

The IBA creates a record for you in our system of records. The purpose of this record is to preserve and document affairs regarding your studies. This may include documents pertaining to SU, absences, complaints and warnings. Any correspondence with you on these subjects is also stored within the system.

PROCESSING OF PERSONAL DATA AFTER COMPLETION OF STUDIES

In as much as the IBA is obliged to continuously adapt our courses to the labor market, you may receive an email or phone call after having completed your studies. In such cases, you will be asked to participate in questionnaires and interviews regarding your current employment situation and relevant educational offers.

DISCLOSURE OF YOUR PERSONAL DATA

In certain cases, your personal data may be disclosed to third parties. For example, your UNI-Login is disclosed to praktikportalen.dk, in order for you to be set up as a user. Moreover, any information regarding sick leave is disclosed to your local municipality (given that you are part of a support scheme). And lastly, relevant information is provided to the SU Board for their use in allocating SU.

Furthermore, we have engaged certain data processors to perform a number of tasks on our behalf. These data processors will have access to your personal data. However, they may only lawfully access and process your personal data on our behalf in order to accomplish such specific tasks as determined by IBM. Data processors may be, for example, providers of personality tests, digital exam systems and other IT solutions.

TRANSFER OF YOUR PERSONAL DATA TO COUNTRIES OUTSIDE EEA

In the event that your personal data should be transferred to a country outside the EU/EEA, we will provide adequate data protection by entering into standard EU contracts with the recipient, or by targeting recipients that are subject to particular certification mechanisms, or are otherwise based in so-called “safe” countries, approved by the European Commission.

DURATION OF STORAGE

We will store your personal data for as long as is necessary to fulfil the purposes described above, including the full duration of your time as a student at IBA. Nevertheless, your personal data will be updated regularly, and we recommend that you inform us if you change your address, obtain a new phone number, etc. Data which are no longer necessary to fulfill the purposes described above are deleted on a continuous basis.

Unsuccessful applications are kept for [insert number of years], starting from the date of application.

Successful applications are kept for as long as the person is a student at the IBA, and for [insert number of years] after the completion of their studies.

Personal data of previous students are kept for [insert number of years], starting from the date on which the student either gradu-

ated or left the IBA.

Grades are kept in the student administration system for 30 years after the completion of studies, in accordance with [insert relevant law].

In cases where an appeal is pending, the time of erasure will be extended until the appeal has been concluded.

YOUR RIGHTS

As the data subject, you have a number of rights which may be exercised at any time by contacting our DPO. You can send an email to DPO@herningsholm.dk, or call +45 25 42 48 24 or +45 25 42 48 18.

You have the right to know about all your personal data that we collect and process, as well as the right to receive a copy of it. Moreover, you have the right to object to the way we process your personal data; to request the revision or erasure of data that you believe to be inaccurate or outdated, etc.; and to request more restricted processing of your personal data. Some of the aforementioned rights require the fulfillment of certain conditions in the data protection legislation.

As the data subject, you also have the right to data portability, provided the fulfillment of certain conditions in the data protection legislation. The right to data portability means that you have the right to receive, in an organized, accessible and machine-readable format, the personal data concerning yourself that has been submitted to us, where the processing is carried out automatically, and the legal basis for the processing is by consent or by contract. Moreover, if technically possible, you have the right to have your personal data transferred to another controller.

You have the right at any time to object to the

processing of your personal data for direct marketing purposes.

As you have given your consent to the processing of your personal data, you nevertheless have the right to withdraw your consent at any time. The withdrawal of your consent does not, however, affect the lawfulness of the processing prior to the withdrawal. Upon withdrawal, the processing of your personal data will cease and your personal data will be deleted, unless there is a legitimate basis for continued storage, e.g. for purposes of documentation.

QUESTIONS AND COMPLAINTS

If you have any questions regarding this Privacy Policy, wish to exercise any of the rights mentioned above, or disagree with the way we process your personal data, please contact our DPO at

DPO@herningsholm.dk, or by calling +45 25 42 48 24 or +45 25 42 48 18.

You may also appeal to the Danish Data Protection Agency, which is the Danish authority responsible for supervising the processing of personal data. Contact details are available on their website, at www.datatilsynet.dk.

CHANGES TO THE PRIVACY POLICY

This Privacy Policy will be updated and amended at regular intervals, or when necessary due to changes in data protection legislation and practice. Consequently, we recommend that you keep yourself informed.



CODE OF PRACTICE

To maintain the high quality of IBA courses, and to ensure that all parties involved are clear about commitment and expectations, we expect staff and students to adhere to the following Code of Practice.

STUDENTS CAN EXPECT STAFF TO:

- provide clear and comprehensive Module and Course Guides.
- adhere to the module timetable (other than in exceptional circumstances).
- provide high-quality, focused and research-based teaching.
- provide relevant supporting materials.
- provide guidance on additional reading.
- provide opportunities for active learning.
- mark and return assignments within an agreed time limit.
- be responsive to student feedback.
- be available for consultation during advertised office hours.
- provide full information on changes to deadlines and other important events as far in advance as possible.

STAFF CAN EXPECT STUDENTS TO:

- read Module and Course Guides.
- be familiar with guidance on course requirements.
- avoid plagiarism/self-plagiarism.
- attend all scheduled sessions.
- take responsibility for their own learning.
- read and engage with materials provided.
- independently engage in pre-class and follow-up reading and activities where specified.
- respect assignment submission deadlines.
- provide early notification of any difficulties.
- ensure that all classes are free from unnecessary interruption.
- consult staff during office hours, but otherwise by appointment only.
- make appropriate use of available learning support resources including the Library, CANVAS, etc.
- keep up to date with the latest information provided about their course and modules via CANVAS and Wiseflow.



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COURSE SPECIFICATION

MSC BUSINESS AND ORGANISATIONAL PSYCHOLOGY

KOM005HLS - ACADEMIC YEAR 2021/2022

Please note: This specification provides a concise summary of the main features of the course and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if s/he takes full advantage of the learning opportunities that are provided.

We regularly review our course content, to make it relevant and current for the benefit of our students. For these reasons, course modules may be updated.

More detailed information on the learning outcomes, content, and teaching, learning and assessment methods of each module can be found in the Module Information Directory (MID), student module guide(s) and the course handbook.

The accuracy of the information contained in this document is reviewed by the University and may be verified by the Quality Assurance Agency for Higher Education.

INTRODUCTION

The MSc Business and Organisational Psychology course provides an understanding of applying psychology in business settings, including understanding consumer behaviours, employee engagement and the impact of globalisation on organisational behaviours. The course provides an opportunity for professionals and future professionals without a background in psychology to learn about psychology theory applied to business, contributing to the development of important skills to manage human behaviour and promote well-being in a business and organisational context. This recognises that the knowledge and skills related to business psychology are fundamental for a diverse range of professionals including marketers, organisational communication professionals, and human resources professionals, among others. More broadly, the course will appeal to those responsible for managing diverse teams or working as part of a team or those seeking Continued Professional Development (CPD) opportunities.

The course is offered as Full-Time over one year or Part-Time over two years. The course aims to develop skills, capabilities, and confidence to apply a range of psy-

chological principles, ranging from perception and learning, and social dynamics to research methods, to business. Within every module, tutors evidence their practical experience and apply psychology to inform understanding of a range of business problems. The graduates from this course typically go on to develop their own consultancy practice or work within business-related employment opportunities in a range of commercial and public sector organisations, both in their home country or internationally. The variety of opportunities include (but not exclusive to) Human Resource management, recruitment and training management, workplace well-being practice/management roles and. Successful completion of the course allows graduates to practice Business and Organisational Psychology in related field, this is not transferable to other areas of psychological practice. Building on the vast international network of the staff and recognising the international outlook of students that usually choose this course, the students will have the opportunity to experience an international environment that will contribute to the development of their intercultural skills.

The course has been designed to be digitally rich providing students with the opportunities to benefit from highly structured and guided digital learning and a global online community. Students may engage in contact hours with the course team through attending classes in-person. In order to account for the flexibility of course engagement all assessments have been designed for a digital submission allowing for parity for students regardless of their choice of contact type.

The staff teaching on the courses have several links to national and international organisations from different sectors such as healthcare, consultancy services and higher education. These links contribute to a constant dialogue and knowledge transference between academia and industry and vice versa.

The courses have many features which make for a rich student experience:

- Multi-disciplinary degree, open to candidates without psychology as a first degree.
- Digitally rich experience
- It has a distinctly international focus so as to enable graduates to learn and compete in a global business environment.
- Consumer psychology forms a separate module in this course and provides a critical understanding of marketing and advertising practices.
- Students will be taught review methods for analysing literature and relate this to an entrepreneurial idea via a business plan.

AVAILABLE AWARD(S) AND MODES OF STUDY

Title of Award	Mode of attendance	UCAS Code	FHEQ Level
MSc Business and Organisational Psychology (180 credits)	FT (1 Year) and PT (2 Year)	N/A	7
	FT (1 Year) and PT (2 Year)		7
PgD in Business and Organisational Psychology (120 credits).			
PgC in Business and Organisational Psychology (60 credits).			

Awarding Institution/Body	Coventry University.
Collaboration	N/A
Teaching Institution and Location of delivery	IBA Erhvervsakademi Kolding
Internal Approval/Review Dates	Date of approval: 4 October 2021
Course Accredited by	N/A
Accreditation Date and Duration	N/A
QAA Subject Benchmark Statement(s) and/or other external factors	<p>The relevant qualification descriptor(s) are set out in the general description for taught master's degrees: www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf</p> <p>QAA Subject Benchmark Statement for Psychology November 2019 available at: www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/subject-benchmark-statement-psychology.pdf?sfvrsn=6935c881_13</p> <p>In addition the British Psychological Society's 'Standards for the accreditation of undergraduate, conversion and integrated Masters programmes in psychology' January 2019 have been used to inform standards, available at: www.bps.org.uk/sites/www.bps.org.uk/files/Accreditation/Undergraduate%20Accreditation%20Handbook%202019.pdf</p> <p>This programme is subject to approval by the Danish Evaluation and Accreditation Institute (EVA) April 2022</p> <p>https://www.eva.dk/videregaaende-uddannelse</p>
Date of Course Specification	June 2021
Course Director	Peter Waring Lei

OUTLINE AND EDUCATIONAL AIMS OF THE COURSE

The key educational aims of the course are to:

1. Develop the understanding, skills, and confidence of learners needed to become Business Psychologists or for employment in associated fields such as HR or consultancy
2. Provide learning environments in which the learners can practice the application of evidence-based practice in workplace contexts
3. Provide a global and practical outlook of Business and Organisational Psychology, and of modern problems and solutions of this field, informed by contemporary experiences.

The Teaching and Learning Strategy also follows the relevant Teaching and Learning guidance provided in the QAA Subject Benchmark Statement for Psychology October 2016 in that it:

- Involves a change from initially supported and guided study to more independent and self-directed study, enabling graduates to take a critical stance to theories, findings and approaches of the discipline.
- Emphasises active learning and the acquisition of both generic and subject-specific skills and abilities.
- Features a greater emphasis on methods involving independent study leading towards a Literature Review and Business Plan.
- Involves many different forms of teaching and learning that are appropriate to Psychology including lectures, seminars, individual tutorials, guided reading, independent study, digital learning opportunities, working in student groups, distance learning and individual project supervision. It also incorporates problem-based learning approaches, experiential learning, and student-led learning.

- The course curriculum and its content, along with the array of assignments are all designed to enable the student to achieve the intended course learning outcomes. The MSc Business and Organisational Psychology degree utilises a broad range of teaching and learning strategies in order to develop student skills as identified in the course learning outcomes. The course will utilise practice-oriented themes and will be set within a global context. Students will have the opportunity to learn about the applicability of Business and Organisational Psychology in an international context.
- Students gain knowledge and develop critical and evaluative skills through a structured series of lectures, tutorials, seminars, workshops, guided online activities and independent learning activities. Guest lecturers are also utilised on the course to give the students additional insight into the application of Business Psychology. Students develop critical awareness through small group discussions following engagement with primary materials. They are also directed to lecture related resource materials (such as web resources and research databases) and essential and additional reading.
- Generic transferable skills are embedded within teaching on the modules. In particular, project planning workshops (KOL7005BP) engage with skills such as group work, report writing (e.g. KOL7002BP, KOL7004BP, KOL7000BP), problem solving, (e.g. KOL7003BP, KOL7004BP, KOL7006BP), planning (KOL7000BP, KOL7005BP) and use of IT (e.g. KOL7005BP, KOL7002BP), while the project element (KOL7006BP) allows students to demonstrate the ability to work independently.

COURSE LEARNING OUTCOMES

1. Demonstrate a comprehensive knowledge and critical understanding of how psychology can be applied to business, including research and theory
2. Demonstrate a critical understanding of how psychology can be applied to global, real-world questions, situations, and contexts for the benefit of individuals, teams, and organisations.
3. Evidence a critical understanding of psychology as a science, psychological research paradigms and theories and knowledge-generation applicable to practitioners in business and organisational psychology.
4. Demonstrate a range of transferable skills including, but not necessarily limited to, working independently and within teams, numerical and reasoning skills, digital literacy, communicating effectively in a variety of media to different audiences with scientific argument and sensitivity, and appropriate self-management strategies to organise time and workloads.
5. Apply critical evaluation, professional and ethical conduct, and evidence-based practice in business psychology. In addition, students who successfully complete the MSc Business and Organisational Psychology will demonstrate;
6. The ability to systematically review academic literature on a topic of relevance to business and organisational psychology.
7. The ability to develop an innovative business proposal or intervention informed by academic evidence and strategic analysis.



COURSE STRUCTURE AND REQUIREMENTS, LEVELS, MODULES, CREDITS AND AWARDS

The MSc and PgD Business and Organisational Psychology can be taken full-time over 1 academic year or part-time over 2 academic years normally starting in either September or February.

MSc Full – Time: students will undertake 180 credits

MSc Part – Time: students will undertake 180 credits, normally 4 modules in Year 1 (80 credits) and 3 modules in Year 2 (100 credits)

Modules within the course, the levels and credit value are tabled below, all modules are mandatory for the award stated and taught within a semesterised academic year.

Full-time mode September intake (Module sequencing may be subject to change)

Semester	Module code	Title	Credit value
1	KOL7002BP	Psychological Assessment at Work	20
2	KOL7003BP	Work and Wellbeing	20
1	KOL7004BP	Leadership Engagement and Motivation	20
2	KOL7000BP	Learning, Training and Development	20
2	KOL7001BP	Consumer Psychology	20
2	KOL7005BP	Project Planning & Research Skills	20
3	KOL7006BP	Systematic Literature Review and Evidence Based Practice	60

Part-time mode September intake (module sequence may be subject to change)

Year	Semester	Module code	Title	Credit value
Y1	S1	KOL7002BP	Psychological Assessment at Work	20
Y1	S1	KOL7005BP	Project Planning & Research Skills	20
Y1	S2	KOL7004BP	Leadership Engagement and Motivation	20
Y1	S2	KOL7000BP	Learning, Training and Development	20
Y2	S1	KOL7003BP	Work and Wellbeing	20
Y2	S2	KOL7001BP	Consumer Psychology	20
Y2	S3	KOL7006BP	Systematic Literature Review and Evidence Based Practice	60

MSc Business and Organisational Psychology

The table below shows how each module contributes to the overall learning outcomes of the course.

Module credit level	Module Code	Title	Credit Value	Mandatory/Optional	Course Learning Outcomes
7	KOL7002BP	Psychological Assessment at Work	20	M	1, 2, 3, 4
7	KOL7003BP	Work and Wellbeing	20	M	1, 4, 5
7	KOL7004BP	Leadership Engagement and Motivation	20	M	1, 2, 3, 4
7	KOL7000BP	Learning, Training and Development	20	M	1, 2, 3, 4, 5
7	KOL7001BP	Consumer Psychology	20	M	1, 2, 3, 4, 5
7	KOL7005BP	Project Planning & Research Skills	20	M	1, 4, 5
7	KOL7006BP	Systematic Literature Review and Evidence Based Practice	60	M	2, 5, 6, 7

Students who do not progress through their studies may be eligible for an alternative award detailed below subject to the University Academic and Course Regulations for these awards.

CASCADE OF AWARDS

MSc Business and Organisational Psychology (180 credits)

PG Diploma in Business and Organisational Psychology (120 credits)

PG Certificate in Business and Organisational Psychology (60 credits) Fall Back Award only

CRITERIA FOR ADMISSION AND SELECTION PROCEDURE

- Applicants must have a minimum of an honour's degree equivalent to a 2:2. Honours degrees not in a related subject will be treated as 'non-standard' application.
- Applicants whose first language is not English should have an IELTS 6.5 overall, with no component lower than 5.5.

- Non-standard applicants may be considered for entry to the course and will be at the discretion of the Course Director and the Link Tutor.
- Applicants with relevant professional experience are particularly welcome.

Recognition of Prior Learning

Recognition of Prior Learning (RPL)/Recognition of Experiential Learning (RPEL) shall be in accordance with University Regulations. Prior learning shall only be recognised at the point of admission to the course and shall not be given for more than two thirds of any course.

ACADEMIC REGULATIONS AND REGULATIONS OF ASSESSMENT

This Course conforms to the standard Coventry University IBA regulations on IBA VLE (Canvas)

INDICATORS OF QUALITY ENHANCEMENT

The Course is managed by the IBA Kolding Quality Assurance Unit in collaboration with the relevant staff in the Academic Partnership Unit (APU) at Coventry University and the Link Tutor in the School of Psychological, Social and Behavioural Sciences Board of Study of the Faculty of Health and Life Sciences.

External Examiners report annually on the course and their views are considered as part of the annual Collaborative Course Quality and Enhancement Monitoring Process (CCQEM).

All assessment is moderated by Coventry University staff in line with APU policy.

The External Examiner has the opportunity to moderate all assessment tasks and a sample of assessed work for each course. They will report annually on the course and/or constituent courses and their views are considered as part of the CCQEM. Details of the CCQEM process can be found on the APU's website.

Students are represented on the Study Board of IBA Study and will normally meet two or three times per year.

Student views are also sought through module and course evaluation questionnaires.

The course has been designed in accordance with the QAA Master's Degree Characteristics, the QAA Quality Code for Higher Education October 2019 (4.17 Descriptor for a higher education degree qualification at level 7 on the FHEQ and SCQF lev-

el 11 on the FQHEIS: master's degree), the QAA Subject Benchmark Statement for Psychology October 2019, and the British Psychological Society's 'Standards for the accreditation of undergraduate, conversion and integrated Masters programmes in psychology' October 2016.

The QAA's review of higher education undertaken in February 2015 confirmed that Coventry University meets UK expectations in:

- the setting and maintenance of the academic standards of its awards.
- the quality of student learning opportunities.
- the quality of the information about learning opportunities.
- the enhancement of student learning opportunities.

All courses are subject to continuing and periodic review.

The following are additional key indicators of quality and standards:

- Review and approval by the Danish Evaluation and Accreditation Institute every 3 years.
- Relevance by emphasis on Innovation and Entrepreneurship across all educational offerings
- Retention of students through focus on engagement and involvement of students in pedagogical planning and building strong relationships between teaching staff and students
- Efficient organization by exploiting resources effectively using synergy and best practice within teaching, administration and service.
- IBA has excellent links with local employers.
- External Examiner reports point to the quality of the course and identify no problem areas.
- IBA's focus on developing employability skills across all taught programmes

- IBA's systematic evaluation and improvement of teaching via student feedback and follow-up.
- IBA's internal teaching staff development programme and adjunct approval process.
- Digitalisation and building digital skills are integrated part of learning, teaching and administration at IBA

IBA achieved "Positive Institutional Accreditation" June 2018 by the Danish Accreditation Board and confirm that IBA:

- IBA Kolding has a coherent and well-functioning quality-control system.
- IBA has provided concrete and ambitious objectives for their work around ensuring consistently high quality, along with various indicators to ensure that these objectives are reached.

ADDITIONAL INFORMATION

Key sources of information about the course and student support can be found on the IBA Kolding VLE system:

Course material which will include:

- Course Handbook
- Syllabus for various modules
- Teaching plan
- Student Handbook

Module material which will include:

- Detailed module contents and other details of the modules
- Detailed teaching and learning information on the assessment.

Study Support material, which will include modules and descriptions on IBA Kolding system, as well as lectures on oral presentations in connection with coursework and examinations.



MODULE	BRIEF ASSESSMENT DETAILS	ASSESSMENT TYPE	CORE/APPLIED CORE	FORMATIVE/SUMMATIVE (F/S)	COURSE LEARNING OUTCOMES								*SUBMISSION	
					1	2	3	4	5	6	7	8		
SEMESTER 1														
KOL7003BP	Intervention design	Essay	Applied Core	S	✓		✓		✓					Week 10
KOL7005BP	Literature review proposal	Project proposal	Applied Core	S	✓		✓		✓					Week 10
SEMESTER 2														
KOL7000BP	Development of a training programme plan	Project proposal	Applied Core	S	✓	✓	✓	✓	✓					Week 11
KOL7004BP	A Consultancy report of case study	Case Study	Applied Core	S	✓	✓	✓	✓						Week 10
KOL7001BP	CW1: Development of a product and plan a marketing research CW2: Development of an advertising (video, animation or poster) with report accompanying it	Report Video/ Animation / Poster	Applied Core	S	✓	✓	✓	✓	✓					Week 8 Week 10
KOL7002BP	Multi-media consultancy report	Report	Applied Core	S	✓	✓	✓	✓						Week 11
SEMESTER 3														
KOL7006BP	A draft of the systematic literature review	Dissertation	Applied Core	F		✓	✓	✓	✓	✓				Week 8
KOL7006BP	Systematic literature review	Dissertation	Applied Core	S				✓	✓	✓	✓			TBC set centrally
KOL7006BP	Draft of business plan or intervention	Dissertation		F		✓			✓	✓	✓			Week 8
KOL7006BP	Business idea or intervention based on findings of systematic literature review	Dissertation	Applied Core	S		✓			✓	✓	✓			TBC set centrally



COURSE SPECIFICATION

MSC INTERNATIONAL BUSINESS (FT)(PT)

KOM003FBL (FT) - ACADEMIC YEAR 2023/2024

Please note: This specification provides a concise summary of the main features of the course and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if s/he takes full advantage of the learning opportunities that are provided.

We regularly review our course content, to make it relevant and current for the benefit of our students. For these reasons, course modules may be updated.

More detailed information on the learning outcomes, content, and teaching, learning and assessment methods of each module can be found in the student module guide(s) and the course handbook.

The accuracy of the information contained in this document is reviewed by Coventry University and may be verified by the Quality Assurance Agency for Higher Education.

INTRODUCTION

The MSc International Business is a Master's course aimed at graduate students who have studied business and management subjects before as a major part of their first degree. The course provides students with the opportunity to develop a strategic outlook in a global context, hone business skills developed in their earlier academic studies and prepare students for a successful international career in management, in either the public or private sector.

The course draws on the successful business experience and expertise of teaching staff at both IBA and CU. Students are introduced to innovative teaching methods. As a special feature, students are offered several opportunities to visit and meet with successful international organisations. In addition, webinars and guest lectures give students the chance to learn from the most recent research and practice.

The MSc International Business course aims to provide students with the opportunity to achieve a composite understanding of international business operations and strategy. Students develop appropriate intellectual and personal skills. Further, students will have the opportunity to develop digital skills during the course as teaching takes place in a modern campus with contemporary digital teaching and learning infrastructure.

The emphasis of this course is to develop students into leaders who can think strategically, communicate effectively and implement complex business projects, from new product development to mergers and acquisitions. The MSc International Business course also helps students to develop an analytic and conceptual perspective in key functional areas and the ability to apply critical skills to the functions and processes that drive business and organisations today.

The course introduces students to globalisation through focus on growth of international business and inter-cultural perspectives. Furthermore, the course supports an understanding of the approaches and implementation of appropriate strategies within a changing environment.

In addition, the course gives students the opportunity to comprehend how different organisational elements relate to each other. The Postgraduate Research Project module provides a context for learning advanced quantitative and/or qualitative research methods, collating sources of information, and writing a substantial individual piece of work, which demonstrates the student's ability to relate academic knowledge to organisational practice.

AVAILABLE AWARD(S) AND MODES OF STUDY

Title of Award	Mode of attendance	FHEQ Level
MSc International Business	Full-time 1 Year	Level 7
Fallback Awards:	OR Part-time 2 Years	
Postgraduate Diploma in International Business		
Postgraduate Certificate in International Business		
Awarding Institution/Body	Coventry University.	
Collaboration	Validation	
Teaching Institution and Location of delivery	IBA Erhvervsakademi Kolding	
Internal Approval/ Review Dates	Date of latest review: 2022/2023 Date for next review: 2027/2028	
Course Accredited by	Not Applicable	
Accreditation Date and Duration	Not Applicable	
QAA Subject Benchmark Statement(s) and/or other external factors	QAA (2019) Subject Benchmark Statement: Business and Management, available from: https://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/subject-benchmark-statement-business-and-management.pdf?sfvrsn=db39c881_5	
Date of Course Specification	November 2022	
Course Director	Peter Waring Lei	

OUTLINE AND EDUCATIONAL AIMS OF THE COURSE

The overall aim of the course is to prepare students for a successful international career in business management, in either the public, private or non-profit sector.

The course will provide students with an opportunity to develop a strategic outlook in a global context and to advance business and professional skills.

The specific aims of the MSc International Business are to:

- 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.
- 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.
- Prepare for and carry out a substantial piece of research, namely the Postgraduate Research Project.
- Provide enhancement of personal and professional development to be able to work with self-direction, originality and to contribute to business and society at large.
- Develop a critical understanding of the changing nature of business, including consideration of the future of organisations and management within the global business environment.

COURSE LEARNING OUTCOMES

On successful completion of the course a student will be able to:

1. Strategically analyse a range of business situations and make appropriate recommendations and interventions based on these analyses in the context of sustainability.
2. Critically appraise complex business problems based on an understanding of business functions and how they inter-relate.
3. Demonstrate effective communication skills including writing reports and giving coherent, strategic, professional presentations.
4. Understand and critically evaluate the complexities of working internationally across geographical boundaries and cultures.
5. Critically analyse a range of possible business choices and potential interventions, using relevant data, to propose strategically viable solutions.
6. Systematically analyse and critically evaluate sources of data and information to synthesise business research based on evidence.

These course learning outcomes will be achieved through modules, which give knowledge, skills and abilities in key business areas. Students will be encouraged to integrate and apply knowledge and their critical understanding of international business topics in group work, reports and presentations. Module specific ILO's are listed in the module guides.

COURSE STRUCTURE AND REQUIREMENTS, LEVELS, MODULES, CREDITS AND AWARDS

Cascade of awards

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

- **MSc International Business:** 180 credits.
- **Postgraduate Diploma in International Business:** 120 credits from taught modules excluding the dissertation.
- **Postgraduate Certificate in International Business:** 60 credits from taught modules excluding the dissertation.

Awards are made in accordance with Regulations for the delivery of Coventry University Taught Postgraduate Awards at International Business Academy (IBA), Kolding (2023).

The MSc International Business course has two routes. A one-year full-time course and a part-time over two years. The course is comprised of mandatory modules. In order to progress to the Postgraduate Research Project students must achieve 120 credits, i.e., students must pass 8 modules. It is constructed based on Coventry University's taught postgraduate modular framework (180 credits). All modules are assigned 15 credits, apart from the dissertation module which has 60 credits.

Credit level 7 modules	Module Title	Mandatory	Semester FT / PT	CATS Points	Course learning outcomes
KOL7005BS	Global Supply Chain and Logistics	M	1 / 1	15	1,3,4,5
KOL7001MK	Marketing in an International Perspective	M	1 / 1	15	1,2,3,4,5
KOL7002EF	Accounting for Business	M	1 / 2	15	1,2,4
KOL7006BS	Global Business in Emerging Markets	M	1 / 2	15	1,2,3,4,5
KOL7007BS	International Leadership and Management	M	2 / 3	15	1,2,3,4,5
KOL7008BS	Global Markets and Entry Strategies	M	2 / 3	15	1,2,3,4,5
KOL7009BS	International Trade Management	M	2 / 4	15	1,2,3,4,5
KOL7001HR	International Human Resource Management	M	2 / 4	15	1,2,3,4,5
KOL7010BS: The Post-graduate Research Project (MSc)	The Postgraduate Research Project	M	3 / 5	60	1-6
Total Degree Credits				180	

CRITERIA FOR ADMISSION AND SELECTION PROCEDURE

To be accepted for the course students must possess as a minimum either:

(a) A second-class Honours undergraduate degree from an appropriate business or economics background.

or

(b) A second-class Honours degree in addition to appropriate work experience in business or the public sector, or equivalent professional qualifications.

Careful monitoring of applications to ensure that applicants are suited to the course takes place. Where necessary, applicants are interviewed, especially those who do not appear to meet standard admissions criteria. Where deemed appropriate, a written exercise is administered to establish suitability.

- Non-standard applications must be approved by the Director of International Partnerships (DIP)/Link Tutor.
- In the case of overseas applicants, an adequate proficiency in English must be demonstrated with a minimum IELTS score of 6.5 (with no component less than 6.0) or its equivalent.
- Accreditation for prior learning is in accordance with the Danish International Study Handbook (updated regularly by the Danish Immigration Office).

Some applicants may have considerable experience in their field and may have held senior positions in industry. In all cases the Course Team will consider such applications carefully and offer appropriate recognition of prior learning in relation to entry onto the course. Each case will be looked at individually, and both prior formal and

experiential learning will be considered where appropriate evidence can be presented and RPL/RPEL may be awarded as per Coventry University Academic Regulations. To evaluate students' commitment and management experience a personal interview with each applicant will be held prior to the hand-in of the final application.

ACADEMIC REGULATIONS

This course conforms to Regulations for the delivery of Coventry University Taught Postgraduate Awards at International Business Academy (IBA), Kolding (2023).

SUPPORT FOR STUDENTS AND THEIR LEARNING WILL BE SUPPLIED BY THE FOLLOWING MECHANISMS

Student learning is supported by the course management team and module leaders. Students can request MS Teams meetings with their lecturers to seek advice regarding their studies. Modules employ a variety of learning and assessment styles with feedback mechanisms to support student achievement. Assessments on modules are carried out in compliance with the course assessment strategy, which has been developed to ensure assessment is fair and equitable for students and provides a diverse experience.

The pastoral support of students is provided primarily through the course director who also advises on academic issues related to the programme. On occasion students will be referred to the other support services available at IBA, specifically:

- Student counselling is provided through the Student Counsel regarding wellbeing.
- Career guidance is offered through the IBA Career Centre
- Computer resources support is provided through the Information Technology Department
- Course Administration and Registry Staff provide support for students on administrative matters. For example, providing confirmation of enrolment letters and updating address information and study programmes.
- New entrants to the programme attend an induction programme. This familiarises them with the structure and operation of their programme and the wider facilities of the University. It also covers essential Health and Safety issues.
- Student learning on the programme is supported by the collections of the IBA Library and access to Coventry University Library resources.
- An overview of the campus and available resources for students is accessible <https://www.iba.dk/page/render?pageId=14b60663-71fc-4059-8884-dce00b9b6529>
- An overview of the IBA's library services is available <https://www.iba.dk/page/render?pagelId=17c62651-93b4-4dca-9b80-b3856b12183c>

INDICATORS OF QUALITY ENHANCEMENT

The Programme Assessment Board (PAB) is responsible for considering the progress of all students and making awards in accordance with both the academic and course-specific regulations.

The assurance of the quality of modules is the responsibility of the areas which contribute modules to the course.

External Examiners can moderate all assessment tasks and a sample of assessed work for each module. They will report annually on the course and/or constituent modules and their views are considered as part of the Collaborative Course Quality Enhancement Monitoring (CCQEM).

Students are represented on various committees. Student views are also sought through module and course evaluation questionnaires.

Coventry University validates the award of an MSc International Business. The quality indicators for Coventry University are:

- Coventry University was shortlisted for the University of the Year (The Times and Sunday Times Good University Guide 2021).
- Coventry University is the No.1 Modern University in the Midlands (Guardian University Guide 2022).
- The course has been designed in accordance with the QAA Subject Benchmark Statement for Bachelor's Degrees in Business and Management (QAA, 2019).
- Coventry University has seven subject areas rank in the top 10 (Guardian University Guide 2021).
- Coventry University achieved 76% for Overall Satisfaction (National Student Survey (NSS) 2021).
- Coventry University achieved Top 250 QS World Rankings for Business and Management Studies (QS World University Rankings 2020).
- Coventry University has been the UK's Top Modern University for seven consecutive years (Guardian University Guide 2013-2019).

- Coventry University is the joint top modern University for career prospects (Guardian University Guide 2021 and 2022).
- Coventry University is No.1 in the World for Massive Online Open Courses (MooCLab's Work University Rankings by MOOC Performance 2021).
- Shortlisted for University of the Year (The Times and Sunday Times Good University Guide 2021).
- Coventry University has been awarded Gold standard in the Teaching Excellence Framework (TEF, 2017).
- Coventry Business School is ranked by EDUNIVERSAL in the 'Excellent Business School' (3 Palmes) worldwide category. EDUNIVERSAL provides a ranking and information system for students in order to help decide which Business School to study at (<http://eduniversal-ranking.com/>).
- Coventry Business School has signed up to 'The Principles for Responsible Management Education' (PRME) initiative <http://www.unprme.org/>. PRME has six principles, including; Purpose, Values, Method, Research, Partnership and Dialogue. All six principles of PRME are practised in the course.
- Awarded University of the Year for Student Experience (The Times and Sunday Times Good University Guide 2019).
- Coventry University is ranked 13th in the UK overall and 20th out of 117 courses for Business, Management and Marketing related subjects (Guardian University Guide 2019).
- Coventry University is 1st for overseas student experiences 6 years running (based on student trips abroad from HESA 2014/15 – 2019/20).
- Top 200 in the world in the Times Higher Education Young University Rankings (2017).

IBA Kolding

IBA Kolding teaching staff are expected to be involved in applied research, submitting conference papers and journal publications. This is in line with the requirements from the Danish Education Ministry, where lecturers from Danish Business Academies are required to take an active part within this area.

Approval by the Danish Government Approval Board (The Danish Evaluation Institute), which critically evaluate the operation of the course, the student learning experience, teaching and teaching materials and facilities etc.

ADDITIONAL INFORMATION

Enrolled students have access to additional key sources of information about the course and student support including course team, student counsellor and career advisor.

Key sources of information about the course and student support are available online as follows:

Course material which will include:

- MSc International Business – Course Handbook.
- Syllabus for each module.
- Teaching plan.

Module material, which will include:

- Detailed module contents and other details of the modules.
- Detailed teaching and learning information on the assessment.

Study Support material, which will include modules and descriptions on IBA Kolding VLE system as well as lectures on oral presentations in connection with coursework and examinations.

COURSE SPECIFICATION

MBA GENERAL MANAGEMENT

KOM002FBL (FT) - KOM001FBL (PT)
ACADEMIC YEAR 2023/2024

Please note: This specification provides a concise summary of the main features of the course and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if s/he takes full advantage of the learning opportunities that are provided.

We regularly review our course content, to make it relevant and current for the benefit of our students. For these reasons, course modules may be updated.

More detailed information on the learning outcomes, content, and teaching, learning and assessment methods of each module can be found in the student module guide(s) and the course handbook.

The accuracy of the information contained in this document is reviewed by Coventry University and may be verified by the Quality Assurance Agency for Higher Education.

INTRODUCTION

The MBA General Management is aimed at applicants interested in how international business and organisations work today and the connections and links between a firm's internal constructs and the external, global economic marketplace. It prepares students for career progression in managerial positions and develops their skills as effective managers. The course provides students with a sound knowledge of management and an understanding of theoretical models and frameworks.

The course draws on the successful business experience and expertise of teaching staff at both IBA and CU. Students are introduced to innovative teaching methods. As special features, students are offered live assignments several opportunities to visit and meet with successful international organisations. In addition, webinars and guest lectures give students the chance to learn from the most recent research and practice.

The MBA General Management enables students to achieve a composite understanding of the international business operations and strategy. Students develop appropriate intellectual and personal skills. Further, students develop digital skills during the course as teaching takes place in a modern campus with contemporary digital teaching and learning infrastructure.

The General Management focuses on the development of a strategic dimension, which draws on the critical analysis and understanding of business functions and organisational processes from the perspective of highlighting an organisation's ability to implement decisions, stimulate innovation and integrate leadership within the firm. Furthermore, the course ensures that students develop personal skills and reflective practice as this is at the heart of effective management.

The academic content is complemented by emphasis on development of skills, including the ability to integrate academic knowledge with experience, to interpret data, to work with others, to present and communicate a range of information, to make use of IT, and to undertake realistic self-appraisal.

Key areas covered during the course are: Management of people and performance, managing company-wide financial resources, embedding and managing innovation, strategic marketing, management consultancy and the research project/Dissertation.

AVAILABLE AWARD(S) AND MODES OF STUDY

Title of Award	Mode of attendance	FHEQ Level
MBA General Management	Full-time 1 Year	Level 7
Fallback: Postgraduate Diploma in Business Administration	OR Part-time 2 years	
Postgraduate Certificate in Business Administration		

Awarding Institution/Body	Coventry University.
Collaboration	Validation
Teaching Institution and Location of delivery	IBA Erhvervsakademi Kolding
Internal Approval/ Review Dates	Date of latest review: 2022/2023 Date for next review: 2027/2028
Course Accredited by	Not Applicable
Accreditation Date and Duration	Not Applicable
QAA Subject Benchmark Statement(s) and/or other external factors	QAA (2019) Subject Benchmark Statement: Business and Management, available from: https://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/subject-benchmark-statement-business-and-management.pdf?sfvrsn=db39c881_5
Date of Course Specification	November 2022
Course Director	Peter Waring Lei (KOM002FB) / Lars Jespersen (KOM001FBL)

OUTLINE AND EDUCATIONAL AIMS OF THE COURSE

The overall aim of the course is to provide an educational experience, which enables students to achieve an integrated understanding of the operation and strategy of management and to develop appropriate intellectual and personal skills.

The course will provide students with the opportunity to develop their managerial and leadership skills. Additional discipline-based modules will supplement their knowledge base as preparation for enhanced management career roles or a transition to senior management.

The specific aims of the MBA General Management are:

- To provide the framework within which students can develop an analytical understanding of the functional nature of business and the holistic nature of management and leadership exchange insights across organisations in the context of sustainability.
- To 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.
- To 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.
- To move students to demonstrate their capacity to enact the principles of change management and become effective change agents in organisations.
- To equip students to undertake a substantial piece of research.
- To enhance students' continuous professional and personal development to enable them to work with self-direction and originality and to contribute to business and society at large.

COURSE LEARNING OUTCOMES

On successful completion of the course a student will be able to:

1. Demonstrate a systematic and critical understanding of relevant knowledge of organisations, their external context and how they are managed and led.
2. Apply relevant knowledge to a range of complex situations including marketing; finance; accounting and human resource management, taking account of the inter-relationships of these functions and their interactions with other areas of business, industry, and macro environment.
3. Demonstrate an understanding of appropriate theoretical approaches techniques sufficient to allow detailed investigation into relevant business management and leadership issues.
4. Communicate effectively both orally and in writing using a range of media.
5. Evaluate and critique strategic decisions and to work towards formulation and implementation.
6. Apply knowledge in a creative manner, demonstrating a practical understanding of how established techniques of research and enquiry are used to develop and critically interpret knowledge in business and management.
7. Collect and analyse data in order to critically evaluate the relevance and validity, and to synthesise a range of information in the context of new situations.
8. Critically evaluate the rigour and validity of published research and critically assess its relevance to new situations.
9. Engage in and understand the value of continuous professional and personal development.

COURSE STRUCTURE AND REQUIREMENTS, LEVELS, MODULES, CREDITS AND AWARDS

Cascade of awards

All students are enrolled on the MBA General Management course. Students exiting prior to completing the full MBA may be eligible for a fallback award as follows:

- **Postgraduate Diploma in Business Administration:** 120 credits from taught modules excluding the dissertation as indicated ** below
- **Postgraduate Certificate in Business Administration:** 60 credits from taught modules excluding the dissertation as indicated * below

Awards are made in accordance with Regulations for the delivery of Coventry University Taught Postgraduate Awards at International Business Academy (IBA), Kolding (2023).

The MBA General Management course has two routes. A one-year full-time course and a part-time over two years. The course is constructed on the basis of the University's taught postgraduate modular framework (180 credits). The course is comprised of mandatory modules. In order to progress to the Postgraduate Research Project students must achieve 120 credits, i.e., students must pass 8 modules. Modules within the course, the levels at which they are studied and their credit value are identified in the table below.

Credit level 7 modules	Module Title	Mandatory	Semester/ Trimester FT/PT	CATS Points	Course learning outcomes
KOL7000MK	Principles of Marketing	M	1 / 1	15	1,2,3,4,5,6,7
KOL7000BS	Strategic Analysis	M	1 / 1	15	1,2,3,4,5,6,7
KOL7000HR	Human Resource Management	M	1 / 2	15	1,2,3,4,5,6,7
KOL7000EF	Economic Environment of Business	M	1 / 4	15	1,2,3,6
KOL7001EF	Financial Statement Analysis and Decision Making	M	2 / 2	15	1,2,3,6
KOL7001BS	Innovation Management	M	2 / 3	15	1,2,3,4,5,6,7
KOL7002BS	Management Consulting	M	2 / 5	15	1,2,3,4,5,6,7,9
KOL7003BS	Principles of Strategic Leadership	M	2 / 4	15	1,2,3,4,5,6,7
Dissertation Stage					
KOL7004BS: The Postgraduate Research Project (MBA)	The Postgraduate Research Project	M	3 / 5	60	1-9
Total Degree Credits				180	

CRITERIA FOR ADMISSION AND SELECTION PROCEDURE

To commence the full-time MBA General Management a course applicant must:

- Be an Honours graduate of any discipline obtained from a recognised University/HE Institution, or hold an equivalent qualification acceptable to Coventry University in a Business-related area.
- Have a minimum of two years relevant management experience.
- Hold IELTS 6.5 (with no component less than 6.0) or TOEFL 600 or equivalent if English is not the applicant's first language.

Some applicants may have considerable experience in their field and may have held senior positions in industry. In all cases the course team will consider such applications carefully and offer appropriate recognition of prior learning in relation to entry onto the course. Each case will be looked at individually, and both prior formal and experiential learning will be considered where appropriate evidence can be presented and RPL/RPEL may be awarded as per the Regulations. To evaluate students' commitment and management experience a personal interview with each applicant will be held prior to the hand-in of the final application.

All non-standard admissions should be sent to Coventry University for approval.

ACADEMIC REGULATIONS

This course conforms to the Regulations for the delivery of Coventry University Taught Postgraduate Awards at International Business Academy (IBA), Kolding (2023).

SUPPORT FOR STUDENTS AND THEIR LEARNING WILL BE SUPPLIED BY THE FOLLOWING MECHANISMS

Student learning is supported by the course management team and module leaders. Students can request MS Teams meetings with their lecturers to seek advice regarding their studies. Modules employ a variety of learning and assessment styles with feedback mechanisms to support student achievement. Assessments on modules are carried out in compliance with the course assessment strategy, which has been developed to ensure assessment is fair and equitable for students and provides a diverse experience.

The pastoral support of students is provided primarily through the course director who also advises on academic issues related to the programme. On occasion students will be referred to the other support services available at IBA, specifically:

- Student counselling is provided through the Student Counsel regarding wellbeing.
- Career guidance is offered through the IBA Career Centre
- Computer resources support is provided through the Information Technology Department
- Course Administration and Registry Staff provide support for students on administrative matters. For example, providing confirmation of enrolment letters and updating address information and study programmes.
- New entrants to the programme attend an induction programme. This familiarises them with the structure and operation of their programme and the wider facilities of the University. It also covers essential Health and Safety issues.
- Student learning on the programme is supported by the collections of the IBA Library and access to Coventry University Library resources.
- An overview of the campus and available

resources for students is accessible <https://www.iba.dk/page/render?pageId=14b60663-71fc-4059-8884-dce00b9b6529>

- An overview of the IBA's library services is available <https://www.iba.dk/page/render?pageId=17c62651-93b4-4dca-9b80-b3856b12183c>

INDICATORS OF QUALITY ENHANCEMENT

The Programme Assessment Board (PAB) is responsible for considering the progress of all students and making awards in accordance with both the academic and course-specific regulations.

The assurance of the quality of modules is the responsibility of the areas which contribute modules to the course.

External Examiners have the opportunity to moderate all assessment tasks and a sample of assessed work for each module. They will report annually on the course and/or constituent modules and their views are considered as part of the Collaborative Course Quality Enhancement Monitoring (CCQEM).

Students are represented on various committees. Student views are also sought through module and course evaluation questionnaires.

Coventry University validates the award of an MBA General Management. The quality indicators for Coventry University are:

- Coventry University was shortlisted for the University of the Year (The Times and Sunday Times Good University Guide 2021).
- Coventry University is the No.1 Modern University in the Midlands (Guardian University Guide 2022).
- The course has been designed in accordance with the QAA Subject Benchmark Statement for Master Degree in Business and Management (QAA, 2020).

- Coventry University has seven subject areas rank in the top 10 (Guardian University Guide 2021).
- Coventry University achieved 76% for Overall Satisfaction (National Student Survey (NSS) 2021).
- Coventry University achieved Top 250 QS World Rankings for Business and Management Studies (QS World University Rankings 2020).
- Coventry University has been the UK's Top Modern University for seven consecutive years (Guardian University Guide 2013-2019).
- Coventry University is the joint top modern University for career prospects (Guardian University Guide 2021 and 2022).
- Coventry University is No.1 in the World for Massive Online Open Courses (MooLab's Work University Rankings by MOOC Performance 2021).
- Shortlisted for University of the Year (The Times and Sunday Times Good University Guide 2021).
- Coventry University has been awarded Gold standard in the Teaching Excellence Framework (TEF, 2017).
- Coventry Business School is ranked by EDUNIVERSAL in the 'Excellent Business School' (3 Palmes) worldwide category. EDUNIVERSAL provides a ranking and information system for students in order to help decide which Business School to study at (<http://eduniversal-ranking.com/>).
- Coventry Business School has signed up to 'The Principles for Responsible Management Education' (PRME) initiative <http://www.unprme.org/>. PRME has six principles, including; Purpose, Values, Method, Research, Partnership and Dialogue. All six principles of PRME are practised in the course.
- Awarded University of the Year for Student Experience (The Times and Sunday Times Good University Guide 2019).
- Coventry University is ranked 13th in the

UK overall and 20th out of 117 courses for Business, Management and Marketing related subjects (Guardian University Guide 2019).

- Coventry University is 1st for overseas student experiences 6 years running (based on student trips abroad from HESA 2014/15 – 2019/20).
- Top 200 in the world in the Times Higher Education Young University Rankings (2017).

IBA KOLDING

IBA Kolding staff are involved in applied research, submitting conference papers and journal publications. This is in line with the requirements from the Danish Education Ministry, where lecturers from Danish Business Academies are required to take an active part within this area.

The Danish Government Approval Board (The Danish Evaluation Institute). The Approval Board critically evaluates the operation of the course, the student learning experience, student support, resources, pedagogical approaches, teaching materials and campus facilities.

ADDITIONAL INFORMATION

Enrolled students have access to additional key sources of information about the course and student support including course team, student counsellor and career advisor.

Key sources of information about the course and student support are available online as follows:

Course material which will include:

- MBA General Management – Course Handbook.
- Syllabus for each module.
- Teaching plan.

Module material, which will include:

- Detailed module contents and other details of the modules.
- Detailed teaching and learning information on the assessment.

Study Support material which will include modules and descriptions on IBA Kolding system as well as lectures on oral presentations in connection with coursework and examinations.



in collaboration with

