Faculty of Business and Law

BA (Hons) Accounting and Finance

N3N441

Programme Handbook 2012/13

How to use this handbook

This is the main reference version of your Programme Handbook which you should keep for the whole of the time that you are studying this programme.

Part 1 gives details of the specific **programme** you are on.

Part 2 gives more **general** information on studying in the **Faculty** of Business and Law and the **University** as a whole.

An **electronic version** of this handbook (which is continuously updated) is available on our vle system, *Blackboard.* Part 2 (section 4) of this handbook gives instructions as to how to login to *Blackboard*. The **electronic version** contains/links you to more detailed information about each aspect of part 2 of the handbook.

 Wherever you see this symbol more detailed information about the subject is available on *Blackboard* or another on-line resource as specified.

All of the information referred to can be found by logging in to *Blackboard* and going to the *My Communities* box and clicking on the *Faculty of Business and Law* link. You will then see the **Programme Handbooks** button on the left of the screen.

Taking time to read this Handbook (including the electronic version) during the week that you receive it will help you greatly through your studies with us. It should also be read in conjunction with:

General Regulations and Procedures Affecting Students 2012/2013

Handbook and Regulations for Undergraduate Awards 2012/2013

Both are found by logging into *my.dmu.ac.uk* and clicking on the *DMU* tab.

Welcome from the Deputy Vice-Chancellor/Dean

Welcome to De Montfort University and the Faculty of Business and Law. We aim to provide an environment which is both exciting and stimulating, where innovation and dynamism can flourish. I hope that this handbook, alongside the support facilities available on the Intranet such as our virtual learning environment Blackboard - will help you settle in quickly and find your way around. I also very much hope that you will have an enjoyable and rewarding time here.

At De Montfort University we pride ourselves on the quality, excellence and relevance of our teaching and research. Both Leicester Business School and Leicester De Montfort Law School, which together make up the Faculty of Business and Law, enjoy first class reputations amongst their peers and in the professional world into which their students progress.
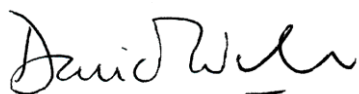
De Montfort Law School prides itself on the high value and appropriateness of its programmes and the care and support we offer students. Our staff provide learning opportunities of the highest standard, and through their experience and research, ensure that teaching and learning materials are at the forefront of contemporary business education and practice.

All our programmes require a persistent and continuous effort from you to achieve a high level of success. The course you have chosen is no exception and will demand a considerable investment of time if you wish it to be a valuable experience. Our priority is to help you gain the qualifications and skills you need to successfully progress in your future life. With this programme you have a unique opportunity to invest three or more years in acquiring a wide range of attributes that will be valuable to you no matter what career you decide to embark upon. The programme team is committed to ensuring that you have the support you need to produce your best work and to feel confident in developing and using these skills.

I very much hope this guide will help provide all the information you require.

Every good wish for your stay here at De Montfort University.

Yours sincerely

Professor David Wilson
Deputy Vice-Chancellor/Dean
Faculty of Business and Law

PART 1
Your programme of Study

Finding Your Way Around

The Faculty of Business and Law is based in the *Hugh Aston* **Building**.

You may have to attend activities, lectures and tutorials in various buildings on campus. A campus map is available in the ASK handbook given to you at enrolment or at:
http://www.dmu.ac.uk/documents/about-dmu-documents/how-to-find-us/2012-dmu-access-map.pdf

It is important that you keep your **DMU ID** (photo card or temporary paper ID given to you at enrolment) with you at all times when entering DMU buildings.

If you are unsure of where to go, your first point of contact should always be:

The Faculty Student Advice Centre (the *SAC*)

Located on the Ground Floor of the Hugh Aston Building

(next to the Café entrance)

Telephone (0116) 250 6260 / (0116) 257 7243
studentadvicecentre@dmu.ac.uk

Programme Information for

BA (Hons) Accounting and Finance

Programme Leaders and Introduction

At enrolment you will be allocated a Personal Tutor, who will be your first point of contact for any queries you may have. For further information on the role of your Personal Tutor, please see Part Two of this handbook.

The Programme Leader for the Degree is:

Beverly Vickerstaff   Room: HU3.66   Tel: 0116 207 8217   bjvacc@dmu.ac.uk

The aim of the Accounting & Finance suite of programmes is to provide a series of degrees based upon sound theoretical study. Accounting is explored in depth and broadened by the development of links with other disciplines such as Finance, Management and Law.

Accounting finds its ultimate expression in practice. For this reason, the programmes seek to develop skills in analysis and problem solving which are of value in a changing environment. The programmes are structured to address many of the competence requirements of professional Accounting bodies and to give students a range of learning experiences tailored to careers in Accounting. The programmes have been designed with reference to the Quality Assurance Association (QAA) National Subject Benchmarking Statement for Accounting and Finance, which is embedded within the module outcomes. This offers assurance that the content is relevant, up to date and is also consistent with the QAA requirements for programmes of this type.

The aim of level one is to provide a thorough introduction to both the skills and techniques required as a practitioner, together with a grounding in other related disciplines. The aim of level two is to develop the student's knowledge and understanding with particular reference to their chosen technical areas of accounting and to apply the knowledge and skills in specific situations. The aim of level three is to enable students to critically evaluate theory and to develop an independent applied and reflective approach to the practice of Accounting.

Specific aspects of Accounting are developed in depth throughout years 2 and 3 of the programme and a range of interrelated modules are studied covering Law, Finance, Taxation and Management in order to complement and enhance the knowledge gained in the accounting modules.

The programme places an applied emphasis on the subject matter and, where appropriate, the use of computer software is integrated into the teaching methods adopted. The programmes concentrate heavily on preparing students for a career in Accounting and Finance in the UK or overseas. Part of what makes this programme distinctive is the

relevance of the curriculum to the accounting profession, through a careful balance of applied accounting and theoretical underpinning.

Prizes

The Department of Accounting & Finance seeks to encourage and reward excellent work during the year. With this in mind, organisations that have links with the department have generously sponsored prizes.

Aims and Learning Outcomes

Each module in the programme has its own learning outcomes and students are directed to the Module Handbooks for further details. However, it is possible to state some generic course based outcomes.

What you should know and be able to do upon completion of the programme:

- *Knowledge & Skills*
  1. Appreciate the contexts within which accounting can be seen to operate both nationally and globally.
  2. Recognise, apply and interpret technical accounting and finance language, with specific reference to financial reporting to a variety of stakeholders.
  3. Understand, interpret and apply the rules and regulations of accounting, as practiced within a variety of organisational environments, to a high degree of accuracy.
  4. Demonstrate transactional skills in keeping financial records and presentation skills in preparing financial statements and reports, within both the UK and international regulatory systems.
  5. Utilise analytical and evaluative skills in interpreting accounting data including ratio analysis.
  6. Apply management accounting techniques to planning and decision making within organisations at both operational and strategic level and critically appraise the theories and techniques.
  7. Consider, apply and critically evaluate the major theories, techniques and models of finance.
  8. Understand and apply the UK tax legislation to commercial enterprises and evaluate the role taxation plays in the business environment in the UK and internationally.
  9. Demonstrate an understanding of audit methodologies and evaluate the role of auditing in relation to the requirement of stakeholders.
  10. Consider and critically evaluate current issues within the UK and the international environment.
  11. Recognise indicators highlighting corporate problems and propose and apply appropriate solutions.
  12. Appreciate the interdisciplinary nature of accounting and financial scenarios in conjunction with modules from other faculties and departments.

- *Subject specific skills*

1. Demonstrate an ability to prepare financial reports in a generally accepted form, interpret the data and draw conclusions.
2. Develop an ability to collect quantitative and qualitative data and form structured evidence that can be utilised for problem solving.
3. Develop the skills to select and interpret common sources of financial data found in the public domain.
4. Recognise and evaluate the importance and use of both published and internally generated financial information.
5. Select and apply software solutions to given problems within a financial environment.
6. Develop appropriate study skills, including the use of relevant financial information databases.
7. Analyse, evaluate and effectively communicate the current trends in the theoretical study of accounting, finance and related disciplines.

- *Cognitive skills*
    1. Demonstrate a capacity for independent and self-managed deeper learning.
    2. Apply high level numeracy skills and gain an appreciation of mathematical and statistical concepts within commercial organisations.
    3. Develop an ability to analyse structured and unstructured problems from given data sets and learn to draw reasoned conclusions.
    4. Develop a capacity to acquire evidence, construct a reasoned argument and critically evaluate a variety of theories and data.
    5. Locate and utilise data from a variety of sources to underpin management decisions.
    6. Apply interpersonal skills to work both alone and in small and large groups of fellow professionals.
    7. Communicate effectively via a variety of media including spoken, written and electronic. This includes the ability to structure the medium and 'message' for specified audiences.
    8. Demonstrate academic integrity by acknowledgement of the work of others and accurate referencing.

- *Key skills*
    1. Develop efficient problem-solving skills.
    2. Utilise information communications technology.
    3. Develop a capacity for independent and self-managed learning.
    4. Make appropriate use of the library, electronic and other resources.
    5. Develop experience of group-work and other interpersonal skills including oral presentations.
    6. Communicate quantitative and qualitative information effectively with appropriate supporting analysis in both a verbal and written form.
    7. Application of numbers with appropriate accuracy.

Programme Structure and Module Descriptors

Level 4 (Study Year 1)

Core modules

Module_code	Module_title	Credit_value
ACFI1301	Financial Accounting	30
ACFI1302	Management Accounting	15
ACFI1420	Professional Communications	30
CORP1530	Global Financial Issues	15
IMAT1901	Quantitative Methods	15
LAWG1007	Introduction to Law	15

Level 5 (Study Year 2)

Core modules

Module_code	Module_title	Credit_value
ACFI2307	Financial Reporting	15
ACFI2420	Decision Management	30
ACFI2421	Accounting Standards and Theory	15
CORP2463	Management and Strategy	15
LAWG2013	Company Law For Accountants	15

Plus choose 30 credits from the option modules shown below:

Module_code	Module_title	Credit_value
ACFI2207	Environmental Management and Auditing	15
ACFI2303	Corporate Finance	15
ACFI2308	Business Taxation	15
CORP2544	Organisational Management	15

The exemption modules at Level 2 are:

ACCA
ACFI2303 Corporate Finance
ACFI2308 Business Taxation

CIMA
ACFI2207 Environmental Management and Auditing
CORP2544 Organisational Management

All Business students have the option to undertake a 12 month work placement at the end of their 2nd year. You are fully supported in this process by the Leicester Business School Work Based Learning Unit.

Level 6 (Study Year 3 or 4 if placement year taken)

Core modules:

Module_code	Module_title	Credit_value
ACFI3214	Audit and Assurance	15
ACFI3221	Advanced Financial Reporting	15
ACFI3416	Advanced Decision Management	15

Plus choose 75 credits from the option modules shown below:

Module_code	Module_title	Credit_value
ACFI3210	Public Sector Accounting and Finance	15
ACFI3211	Forensic Accounting	15
ACFI3213	Managerial Development and Control	15
ACFI3217	International Developments in Accounting	15
ACFI3227	Advanced Corporate Taxation	15
ACFI3310	Advanced Corporate Finance	15
ACFI3313	International Business Taxation	15
ACFI3422	Liquidity and Financial Risk Management	15
ACFI3423	Governance and Sustainability	30

The exemption modules at Level 3 are:

ACCA
ACFI3227 Advanced Corporate Taxation
ACFI3310 Advanced Corporate Finance
ACFI3422 Liquidity and Financial Risk Management

CIMA
ACFI3213 Managerial Development and Control – This module supports future study for CIMA students, it is not an exemption module but a recommended route of study.

Please note that the programme curriculum is reviewed each year. Above is the structure as it stands for the 2012/2013 academic session. Changes may be made in subsequent years to develop and enhance the course of study.

Level 4 (Study Year 1) Module Descriptions

ACFI1301   Financial Accounting

To understand the methods and techniques used by Financial Accountants to record and present financial information to interested parties.

Students will study the principles of double entry book-keeping including year end adjustments. They will learn how to prepare final accounts for sole traders, partnerships and limited companies and to incorporate the results into tax returns for sole traders and partnerships.

Indicative module content is likely to include the following:

- Financial reporting - the preparation of final accounts for limited companies and unincorporated bodies including partnerships.
- The various other reports produced by companies including funds flow statements. The legal and regulatory framework of accounting.
- A brief introduction to and overview of the nature and history of corporate reporting.
- Interpretation of data - an introduction to the current contraversies in both Accounting Theory and Practice, this will select a series of themes from such areas as; inflation, accounting, goodwill, stock valuation, contingencies, concepts and conventions, depreciation, asset valuation and accountability.
- Introduction to tax returns and incorporation of accounting information into returns.
- Understanding and appreciation of:
  - Profit and loss account
  - Balance Sheet
  - Double entry book keeping
  - Capital and recurrent expenditure
  - Depreciation
  - Bad doubtful debts
  - Accruals and Prepayments
  - Limited Company Accounts
  - Cash flow statements
  - Ratio analysis
  - Partnership accounts
  - Accounting for wages
  - Accounting for VAT
  - Bank reconciliation
  - Identification and ratification of errors
  - Consideration of individual and partnership tax returns
  - Adjustment of accounts from financial accounts to tax acceptable

ACFI1302   Management Accounting

A highly technically orientated module intended to develop a high level of skill utilising commonly and regularly used Management Accounting procedures and techniques.

Indicative module content is likely to include the following:

- Management Accounting
- Costing fundamentals - a detailed review of the basics of costing to include, classification, materials, labour and overhead recovery.
- Decision making - an introduction to marginal costing, contribution theory and simple CVP

analysis to include; key factors (scarce resources), special orders, assessing alternative plans, break-even analysis (both graphical and algebraic forms).

- Planning and Control to include;
  · Budgetary planning control. The role of accounting information in management control. The multiple functions of budgets, the process of budget preparation, the master budget, cash budgets, flexed budgets and fixed budgets.
  · Standard costing - standard setting, including an introduction to variance analysis concentrating on SIMPLE variances for material, labour, overheads and sales to include the examination of the causes of and solutions to variances.
  · The implications of an electronic environment to the budgeting and planning process.
  · Long term planning and decision making with special reference to Capital Appraisal. Four methods will be studied, Payback, Accounting Rate of Return, NPV and IRR. There will be a brief evaluation of the time value of money and the management of the CA process.

ACFI1420   Professional Communications

The module aims to provide participants with an essential skill base of written, oral, visual and number skills in Business Communication and Analysis in private and public sector organisations. Learning strategies will include an emphasis on experiential learning in order to embed skills developed. The learning outcomes, teaching and learning strategies, and assessment strategies outline how these aims will be achieved. The accounting thread will develop those key skills necessary to research, collect, process, present and distribute accounting data as required by the stated needs of the accounting profession. There will be considerable 'hands-on' IT usage in this module.

Indicative module content is likely to include the following:

- Understanding Oral, Visual and Written Communication Channels:
- Developing personal and interpersonal business skills:
- Developing professional and academic accounting skills:

CORP1530   Global Financial Issues

This highly applied introductory module is designed to:

Develop in the student an interest, knowledge and appreciation of current global economic/business issues and the challenges that they pose for management.
Allow students to examine world business issues with an emphasis upon their financial aspects.
Enable the student to analyse and measure real economic/business issues by drawing upon a foundation of theory.
Promote an understanding of policy formulation against the background of contemporary economic/business events. Policies of government, companies as well as consumers will be focussed upon.

The module is designed to be highly contemporary and its content is therefore highly driven by current world events and how they impact upon both the internal and external environment of businesses.

IMAT1901   Quantitative Methods

This module introduces the ideas of statistics and financial mathematics within a business and organisational context.

The module aims to provide students with the basic quantitative techniques to be able to summarise and present data in a meaningful way. To assist with this appropriate computer software will be used. In addition it aims to enable students to apply financial mathematical techniques to simple, but realistic, problems.

LAWG1007   Introduction to Law

This module will help to facilitate an understanding of the principle legal issues relevant to a person wishing to study accounting and finance. As an introductory module available to students who have not previously studied law, information will be provided on major sources of law, namely: case law, statute and delegated legislation and will provide an overview of the court structure. This module will also consider the law of contract including rules of contract formation; contract terms and representations; discharge of contract and remedies for breach of contract. Considerations will also be given to principles of company law including company formation, company operation, the contractual capacity of companies and statutory books, records and forms. This module also considers briefly the nature of liability of tort, with particular reference to liability for professional advice. This module also aims to provide the legal underpinning for the finance and accounting studies in year two and three of the programme.

The **level 5 and 6** programme **structure** is reviewed each year and can change and so **module descriptors** and **programme structures** can be accessed on *Blackboard* under *My Communities*, *Faculty of Business and Law* and *Re-enrolment*. This information is updated as required.

Programme Handbook

PART 2

Your Faculty and University

Part Two Contents

Section 1 Teaching and Learning

1.1 How to Find Staff Contact Details

There are two main ways to find contact details for academic and support staff (and faculty departments or university departments):

- ⭘ Contact the **Faculty Student Advice Centre** (the **SAC**), located on the Ground Floor of the Hugh Aston Building (next to the Café entrance)
    Telephone: (0116) 250 6260 / (0116) 257 7243
    Email: studentadvicecentre@dmu.ac.uk

The SAC can check timetables for staff and provide you with their surgery hours, email addresses, room numbers, direct telephone numbers, as well as providing one to one support.

- ⭘ Call the main **University Telephone** number: 0116 255 1551

Login to *Blackboard* and click on *My Communities*, *Faculty of Business and Law* then *BAL Students*. Other useful contacts are listed here.

1.2 Attendance

Student attendance at timetabled sessions such as lectures, tutorials, workshops and seminars is expected and is, indeed, compulsory in certain cases. There is a proven link between student progress and performance and their level of attendance. The attendance level in a group also affects other members of that group as well as individuals who do not attend.

From Week One of your studies, your attendance is monitored by the Faculty in order to help students succeed in their studies and identify any problems with a view of offering help and support to get things back on track. The Faculty uses the following formal system for dealing with student absence:

- Tutors take registers in small groups such as tutorial, seminars and workshops.
- Students who miss a class/classes for two sequential weeks will be asked in writing to provide an explanation for their absence within one week.

- For students who fail to provide or provide an unsatisfactory explanation for their absence a decision will be made as to whether to withdraw the student from their programme of study.
- Students who provide a satisfactory explanation will be offered or directed to support and guidance to help ensure that their studies get back on track.
- Necessary agencies (for example, *Student Finance England* or *UK Borders Agency*) will be informed where required.

Of course, we know that sometimes, absence may be unavoidable or a good reason. In these cases it is vital that you contact either your **class tutor** (who may be able to give you an alternative class time to attend) *or* the **SAC** *before* the absence occurs (where at all possible).

Log into *Blackboard* and click on *My Communities*, *Faculty of Business and Law* to view the electronic version of you Programme Handbook to see more details about student attendance and what to do if your absence is more long-term (e.g. for medical reasons).

1.3 About Your Timetable

Each student has a personal timetable which is made available on Monday of Week One (the week after enrolment and induction). It is available electronically.

- An electronic version is on your home page once you have logged into my.dmu.ac.uk. This online version is generally available the Sunday evening before the first teaching day.

You can check the electronic version on Sunday evening to see if you have a class on Monday morning. The SAC can advise you about anything you are unsure of or any problems you can identify (e.g. a module omission, terminology, etc).

You should attend all activities listed on your personal timetable. If, for any *valid* reason, you need to change a session on your timetable to should see the person teaching you (if it is a one-off change) or go to the SAC (for permanent changes). They will check if the change is possible and, if so, give you the necessary paperwork.

For what your timetable will comprise of see the next section.

The electronic version of your timetable is found on the home page of my.dmu.ac.uk once you have logged in (see Part 2, Section 4 of this Handbook to see how to log in).

1.4 Teaching Methods

The University assigns week numbers to each week of the year from the start of teaching (i.e., the Monday after the enrolment and induction week) to the end of the summer assessment period (vacation weeks are also included in this numbering). Your timetable uses these week numbers to show which sessions you need to attend for each week.

The main teaching methods used are **lectures**, **tutorials/seminars**, **workshops** and **lab sessions**. Across modules (or subject areas) a diverse range of teaching approaches will be used within these sessions. All modules use *Blackboard* as an integral part of the teaching approach (see Section 4 for more details about Blackboard).

The following short descriptions will give you some idea of what to expect from each session:

Lectures

Lectures are formal teaching periods that are used to introduce topics and assignments and provide keynote material. They are used to give information to a large group of students. Usually the lecturer (often the module leader) will provide handouts to *supplement* the information but you also need to make notes as the lecturer will give information which may not be included in the handout.

Tutorials /seminars

These are smaller, less formal, more interactive discussion groups led by a member of staff (a module tutor). You will usually be asked to prepare for the tutorial with some advance reading or by undertaking short tasks. The tutor will assume that everyone has done the preparation, so the time can be spent productively (some tutors may ask students who have not prepared to leave the tutorial). Tutorials/seminars sometimes include student presentations with a group of other students or individually. Your learning will be enhanced if you interact with the tutor and the group e.g., by asking questions and putting your ideas forward.

Studios / workshops – some Business modules

These will normally be used for you to make progress on assignments. You will be able to consult staff and be able to use some of the time to search out material in the Library and other sources. Your learning will be enhanced if you put time into preparing for the workshop, and reviewing what you have learned afterwards. You will often be given a sheet of questions to answer, a problem to solve, or information to find out during the workshop time.

Lab Sessions

These are IT based tutorials which take place in computer labs in the IT suite.

Blackboard is an integral part of module teaching and learning. You can log in any time from Thursday of Induction and Enrolment week to see any module information that may already have been loaded.

1.5 Academic Matters – Who to Go To

Personal Tutor

Your Personal Tutor (assigned to you when you enrol) is there for you throughout your time at University. Their role is to support you in your move from your pre-university life to life at DMU, however they are not counsellors and if you have serious personal issues then the SAC may be more appropriate people for you to talk to as they can point you in the direction of more specific support.

Module Leader

The module leader is responsible for one complete module (subject studied on your programme) including its lecturers and tutors. The module leader will often be the person who performs lectures for that subject but might not be your tutor in the tutorials.

Programme/Course Leader

Each single honours programme has a Programme Leader who will lead the welcome meetings in the induction and enrolment week. For joints honours programmes, a Course Leader is assigned for each of the two subject areas, e.g. Accounting and Law. You can go to your Programme or Course Leader with enquiries about the programme/course of study as a whole, e.g. if you are unsure about which module options to take or whether the programme/course is still suitable.

BLISS (Business and Law Information and Skills)

BLISS can be found on the ground floor of the Hugh Aston building, Room HU0.73 (opposite the SAC counter). Annie Britton can help with a variety of skills such as essay writing and referencing. Her email address is abritton@dmu.ac.uk. See Section 4 of this Handbook for further information.

For any other academic matters, students should contact the SAC (ground floor of the Hugh Aston Building next to the café entrance) who will be able to direct you to the most appropriate person or procedure.

1.6 DMU Student Charter

The aim of this Charter is to achieve continuous improvement in teaching and learning in an environment where staff and students work together to maximise learning opportunities.

The Charter sets out the rights and responsibilities of staff and students and complements the DMU Student Charter. In order to be effective it is important that everyone reads the Charter carefully and refers to it throughout the programme of study.

Please read the **full version of the Charter** in the electronic version of this handbook by logging in to *Blackboard* clicking on *My Communities*, *Faculty of Business and Law* and *Programme Handbooks.*

It should be read in conjunction with the section on Student Rights and Responsibilities in 'The University Handbook for Students', *ASK* and any additional protocols that are also adopted by relevant Programme Assessment Boards (PABs).

Section 2 Programme Structure and Management

2.1 Credits per Programme and Level

Your programme of study consists of a number of modules. Each module is a discrete 'subject' with its own timetabled content (or syllabus), a module leader (who designs and manages the module), its own tutors and its own assessment tasks. Each module is worth a certain number of **credits**, usually **15** or **30**, and an honours degree requires students to have completed **360** credits (**120** per level or full time year).

Certain modules are **core** and therefore must be taken, others might be **optional** (see your programme structure in part one of this Handbook). At Year One, all modules are core.

You have the opportunity to choose from any optional modules that you may have on your programme at re-enrolment (March of your first and second years - see next section for information). Some optional modules have *pre-requisites*; these are modules which you have to have studied to allow you to choose a particular module, e.g. you must have studied MARK1500 at Year One to allow you to choose MARK2303 at Year Two.

 More information on the **modular system** can be found in the ***Handbook and Regulations for Undergraduate Awards 2012/2013*** which is found by logging into my.dmu.ac.uk and clicking on the DMU tab.

The University adheres to the **Framework for Higher Education Qualifications in England**, Wales and Northern Ireland (FHEQ) and what is called **Level 1** within the University (often Year 1 if full-time study) maps to FHEQ **Level 4**, whilst **Level 2** maps to FHEQ **Level 5** and **Level 3** to FHEQ **Level 6**. The FHEQ level descriptors will be shown on your Diploma Supplement and any transcripts which you receive on completion of your studies.

2.2 Re-enrolment

During **March** of Year One and Year Two, you are asked to come to the Faculty to re-enrol. **Re-enrolment** has the following purposes:

- ✓ It **formally registers** your intention to study for the following year and generates the creation of your personal timetable for that year.

- ✓ It allows you to choose from any **option modules** that you have.

- ✓ It allows you to check the **personal details** that the university hold for you and amend them if necessary.

Re-enrolment is **compulsory** for all students. Once you have registered to study for the next academic year, your progression will be considered following the Programme Boards in June (see Section 2.4).

 In **preparation for re-enrolment** you can check the modules available on your programme of study for the next year (and module descriptors to help you choose option modules) by logging in to *Blackboard* and clicking on *My Communities*, *Faculty of Business and Law* then Re-enrolment.

2.3 Changing Modules/Programmes

Changing Modules – once you have chosen any optional modules at re-enrolment you can request to change **up to 30 credits** worth up until the **end of the second week** of term. To do this you need to obtain a ***Change of Module Form*** from the Student Advice Centre and gain the signatures of the accepting and releasing module leaders. A few rules:

- Only option modules can be changed.

- You can only choose from the list of modules available on *your* programme.

- Some modules may be full and unable to accept you.

Changing programmes – to change your programme of study you must see your **Programme Leader** or the **Head of Undergraduate Studies** as soon as you have any doubts about your current programme. You can gain their contact details from the Student Advice Centre, ground floor of the Hugh Aston Building. If you decide to change they will give you the appropriate form to complete and sign and then advise you on the next course of action.

Programme changes should be made as early in case the new programme contains different modules. In some cases an interruption of studies may be necessary until the start of the next academic year.

2.4 Programme Boards – their Role and Function

Programme Boards are subject or department based meetings. They comprise of members of academic staff (mainly the programme and module leaders for a particular subject area), staff from central university departments such as the Student Academic Services and External Examiners (academics from other universities who moderate students work once it has been marked by DMU staff).

Programme Boards (in **Assessment** mode) – these Boards meet twice a year, June and September, to look at students results and assess whether they meet the university and programme regulations allowing them to **progress** to the next year of study or achieve their **final award**. Once the Board has met, results are deemed to have been approved or ratified. They are then released to students on a specified date via MyDMU and by post.

Programme Boards (in Management mode) – these Boards meet several times a year to discuss any issues affect the programmes and modules within the subject area of the Board, e.g. student performance overall on a module or programme, changes of curriculum or assessment, new programme proposals etc. Student representatives are invited to some of these meetings to discuss any issues of concern to students.

 More information on programme boards can be found in the Chapter on 'Student Guidance and Scheme Management' in the ***Handbook and Regulations for Undergraduate Awards 2012/2013*** which is found by logging into my.dmu.ac.uk and clicking on the DMU tab.

2.5 Student reps

The students are represented on Programme Boards. Student representatives are sought from each programme in September of each year – your Programme Leader will ask for volunteers or nominations in induction and enrolment week.

For Law programmes, the Law Staff/Student Liaison Committee discusses non-academic matters and usually meets once a semester. Students studying Law are elected to represent the study body on this committee. The Student Law Society Committee is entirely composed of students and organises various events for its members – membership is open to all students studying Law.

You can find out who the **student representatives** are (and contact them) for your programme by logging into my.dmu.ac.uk and clicking on the *course* tab.

Section 3 Assessment

3.1 Introduction

Each module has different methods of assessment related to what you are expected to learn (learning outcomes) on that particular module. This means that you should see a clear relationship between the learning outcomes in your module outline (which should be handed to you by the module leader in your first class) and the assessment task you are being asked to do.

Assessment comes in three main forms:

- ✓ **Diagnostic** assessment allows you and your tutors to see your strengths and weaknesses so you can focus your efforts more effectively (e.g. your tutor may ask you to complete a task in class which you can then 'mark' yourself and see where your strengths and areas for focus lie).

- ✓ **Formative** assessment allows your tutors to give you feedback which you can use to improve (e.g. you may be asked to write a report for one of your earlier assignments). You will be a given a mark and feedback for this which you can then use to improve your report writing in a later assignment or exam question).

- ✓ **Summative** assessment in which your grade or mark counts towards your overall profile and final degree (e.g. an exam at the end of a module).

Most assignment tasks will use two of these forms of assessment.

For each assignment, you will normally be provided with a written assignment brief and an oral briefing from the tutor. Assignment Briefs will vary but may include:

- Aims of the assignment

- Learning outcomes for the assignment

- Timetable and programme of work, including submission deadline

- Marking criteria, i.e. how your work will be graded

- References and source material – to help you complete your assignments

Following the assignment brief carefully helps ensure that you achieve the best mark possible. The **assignment brief** and **marking criteria** are there to help you **gain marks**.

3.2 Assessment Methods

Modules are assessed in many different ways but here are some of the most common methods of assessment:

Essay – a written assignment based on a set question (or choice of questions) with a word limit.

Report – a structured assignment using headings and sub-headings used to look at a particular problem or issue and make recommendations within a word limit. This could be an individual piece of work or group work.

Exam – a formal test to assess knowledge within a time limit and silent conditions. Exams can be closed book (i.e. no material is allowed to be taken in) or open book (specific texts are allowed).

Phase Test – a shorter test (usually multi-choice or short answers) which takes place under exam conditions.

Reflection – a written piece of work where students are asked to reflect on their development and experience and what they have learned from it.

Presentation – this can be in groups or done individually and usually takes place in a classroom or lecture theatre using visual aids such as PowerPoint.

3.3 Faculty of Business and Law Grade Descriptors

This is a guide to the criteria used by staff in assigning a mark to a piece of work. The final mark awarded to a piece of work will be informed by its predominant correspondence to these descriptors.

Modules are marked on a range of 0-100%. Mark descriptors are given in the table below. **A mark below 40% indicates a Fail grade** (the shaded boxes).

Mark Range	Criteria
90-100%	Indicates that no fault can be found with the work other than very minor errors, for example typographical, or perhaps failure to satisfy the most challenging and exacting demands of the assessment.
80-89%	Indicates a very high level of understanding evidenced by an ability to engage critically and analytically with source material. Likely to exhibit independent lines of argument. Only minor errors or omissions.
70-79%	Judged to be very good, yet not outstanding. May contain minor errors or omissions. A well developed response showing clear knowledge and the ability to interpret and/or apply that knowledge.
60-69%	Indicates a sound understanding of basic points and principles but with some failure to express or to apply them properly. Hence the answer is essentially correct, has some errors or omissions, and is not seriously flawed.
50-59%	Indicates a more limited understanding of basic points and principles, with significant errors and omissions. These errors and omissions, however, do not cast doubt on the basic level of understanding.
40-49%	Indicates questionable understanding of basic points and principles yet sufficient to show that learning outcomes have been achieved at a rudimentary level.
30-39%	Indicates an answer that shows only weakly developed elements of understanding. The learning outcomes have been insufficiently realised.
20-29%	Very little knowledge has been demonstrated and the presentation shows little coherence of material or argument.
0-19%	Only isolated or no knowledge displayed.

3.4 Degree Classification Explained

Honours degrees (BA/BSc Hons) are awarded final overall grades known as classifications. You often hear then referred to as 2(ii), 2(i), etc. This means:

1st   = first class honours degree
2(i)   = upper second class honours degree
2(ii) = lower second class honours degree
3rd   = third class honours degree

A degree *without* honours can sometimes be awarded when students can no longer achieve the 360 credits needed for an honours degree. This is referred to as BA or BSc rather than BA (Hons) and BSc (Hons).

To find out how honours degrees are calculated go to the Award Regulations chapter of the *Handbook and Regulations for Undergraduate Awards 2012/2013* which is found by logging into my.dmu.ac.uk and clicking on the DMU tab or go to the *Degree Classification* section on Blackboard/MyCommunities/Faculty of Business and Law.

3.5 Referencing in Coursework

✓ Do you want to show your lecturer how well you have understood a topic by integrating all of your sources clearly?

✓ Do you want to earn more marks by excelling in the production of University assignments?

✓ Do you want to avoid accidental plagiarism?

As you research and write a piece of coursework, you will rely on information ideas and facts of others to support, evidence and illustrate your work. In so doing you must acknowledge these sources by using a system of **referencing** within your work otherwise you will face the risk of a charge of **plagiarism** (which is defined by the university as the significant use by a student of other people's work and the submission of it as though it were his or her own). The **Harvard system** is the most popular referencing system used.

You should print a copy of the *Faculty Guide to Referencing* before commencing any of your assignments. It is available from Blackboard:

Log in to *Blackboard* and click on *My Communities, Faculty of Business and Law* and *Skills Development* to access and print your *Guide to Referencing*.

3.6 Handing in Coursework

All written coursework MUST be submitted as a hard copy to:

Faculty **Student Advice Centre** (HU0.37)

between 9.00 am and 4.00 pm Monday to Friday

AND be submitted via **Turnitin**.

Instructions as to how to submit work via Turnitin and a *Guide to Interpreting your Turnitin Report* are in the electronic version of this handbook accessed by logging in to *Blackboard* clicking on *My Communities*, *Faculty of Business and Law* and *Programme Handbooks.*

You must obtain a receipt from the Faculty Student Advice Centre for each piece of work, which you must keep as proof of submission until the work is returned. It is also imperative that you keep a copy of the work, either on disk or a photocopy and you must make a hard copy available on request.

Copies of all coursework must also be submitted electronically through Turnitin. This is carried out utilising the VLE system known as Blackboard.

Hard copies of work must be handed in AND electronic copies submitted to Turnitin by 4.00pm on the day the assessment is due. Until both versions have been submitted, assessment submission is incomplete. If either submission is later than 4.00pm on the assessment due date, then the late submission penalties (below) apply.

Policy for the unauthorised late submission of work:

Late submission up to and including 14 actual days after the submission date	15 or more actual days after the submission date
The work will receive a mark up to a maximum of 40%	0%

These penalties apply to any work which has not been submitted by hard copy AND electronically (via Turnitin) by 4.00pm on the assessment due date.

This policy uses actual days rather than working days (since a weekend and Bank Holidays would give students real extra days) and a single penalty for work that is handed in late, but up to 14 days late.

3.7 Extensions, Deferrals and Special Exam Arrangements

Extensions to Coursework Deadlines

It is expected that coursework deadlines will be met at all times. Only with prior consent of the appropriate Module Leader will, in exceptional cases, extensions to deadlines be given. In such circumstances, you must submit a '**Request for Extension to Coursework'** Form. You can collect this form from the Student Advice Centre, ground floor, Hugh Aston Building. Extensions are usually for a **maximum of 14 days**.

Deferrals

Deferrals effectively 'freeze' a grade so that the student has another opportunity to take a piece of work without penalty.

Deferrals are only granted for situations which can be described as **'crises'** or exceptional circumstances which could not reasonably be anticipated and which are of sufficient severity and duration to interfere with the production of assessed work. Examples which may result in an extension include illness of the student or the illness or death of a close relative.

To apply for a deferral, an **application form** and advice leaflet should be collected from the Student Advice Centre and returned to the **Faculty** (for **coursework** deferrals) or the **Academic Registry** (for **exam** deferrals). Deferral applications should be submitted **before** the work is due (or exam takes place) except for unavoidable, unexpected circumstances which may occur on the day. In these cases applications should be submitted as soon as possible afterwards. The Faculty and Registry will both publish **deadline dates** after which deferral applications will not be accepted. **Please be aware that a large number of applications may be declined.**

If a student takes the exam or submits coursework then subsequently makes an application for deferral which is accepted, the deferral decision **overrides** any mark.

Special Exam Arrangements

Students requiring special conditions for formal written examinations should visit Student Services (ground floor of Gateway House) soon after the academic year starts to ensure that support is in place in time for the examination period.

3.8 Reassessment

Students who fail to achieve the progression or awards criteria (through failure or deferral of modules) at the June Programme Boards will usually be given the opportunity to take reassessment or deferral exams or coursework during August.

From July to September, **reassessment information** is available by logging in to *Blackboard,* clicking on *My Communities*, *Faculty of Business and Law* and *Reassessment.* Reassessment regulations are given in detail by accessing the ***Handbook and Regulations for Undergraduate Awards 2012/2013*** which is found by logging into my.dmu.ac.uk and clicking on the DMU tab.

3.9 Plagiarism

 'Plagiarism is the verbatim (or very substantial verbatim) copying of another's work (whether an author, another student or any other person) without clear indication in the Programme work (ie linking the specific passages or quotations to its source) of the true origins of the material. It consists also of the submission of coursework which was not in fact wholly written by the student who is passing off the work as his own. Students assisting acts of plagiarism may be guilty of plagiarism also, and subject to penalty'.

Please note that the University takes plagiarism very seriously. This is a very **serious matter** and can result in **reduction of the mark** awarded, a mark of zero or in extreme cases **exclusion** from the University.

Plagiarism is often the result of incorrect referencing. Please see the section on 'Referencing in Coursework' (3.5).

Sometimes, you might find that you work closely with a fellow student when preparing notes or essays. In such situations it is imperative that you actually write your essay on your own in your own words to avoid any possibility of either of you copying the work of the other. It is to be noted that those students who knowingly lend their work to others for the purpose of copying will be treated the same as those who copy. Copying or collaboration is treated as seriously as plagiarism. **All of these will be dealt with under the University's Academic Offences Protocol.**

You are advised to read about the definitions and penalties of academic offences by accessing the **General Regulations and Procedures Affecting Students 2012/2013** which is found by logging into my.dmu.ac.uk and clicking on the DMU tab.

Electronic Detection of Plagiarism and Copying – 'Turnitin'

DMU, along with many other UK and overseas universities, uses an electronic plagiarism and copying detection device (Turnitin) to check the originality of student assignments. DMU has integrated the Turnitin UK system (known as JISC **Plagiarism Detection Software**) into **Blackboard** (Bb). The implications of this are as follows.

- When students upload their work into Bb it will also be sent to the Turnitin service for comparison.
- Staff can then check for plagiarism by viewing originality reports through Bb.
- The Turnitin program checks each student's paper against Turnitin's database of over 4.5 billion pages, which is made up of material taken from the Internet, newspapers, academic journals, books and other students' assessments. Each assessment that is submitted to the database in turn becomes a part of the database, so other students cannot use it.

Instructions about how to submit work via Turnitin are in the electronic version of this handbook accessed by logging in to *Blackboard* clicking on *My Communities*, *Faculty of Business and Law* and *Programme Handbooks.*

Section 4 Support

4.1 Faculty Services and Support

○ Student Advice Centre (SAC)

Where we are and what do we do?

The Student Advice Centre is located on the ground floor of the Hugh Aston building (0.37) next to the Café. The primary function of the Centre is to provide advice on a wide variety of student issues as well as take in coursework.

We hold leaflets detailing University procedures and protocols in respect of all areas as well as copies of the University Regulations and all of the standard forms. We are able to give you contact numbers, email addresses and surgery hours of all academic members of staff.

In short we should be your first port of call if you require any help or advice; if we are not able to help you we will know who can! Although we do not offer counselling we do have a separate room available should your problem be of a private or confidential nature.

Opening hours: Monday to Friday 9.00am – 4.45pm
(During term time the SAC is open from 9.00am – 5.45pm on Tuesdays and Thursdays)

Please note that the deadline for handing in coursework at the Student Advice Centre is 4.00 pm. If you wish to submit coursework before the day of your deadline you can do so up to 4.45pm, after this time your next opportunity to hand in coursework will be the next working day.

More information and details of the staff working in the SAC are available at the on-line SAC accessed by logging in to *Blackboard* clicking on *My Communities*, *Faculty of Business and Law* and *BAL Students.*

○ IT Suite

Almost all of your assignments will need to be submitted in a typed or word processed format, and many of the modules require the use of information technology.

Computer facilities are available within the Faculty building in the **Atrium** and on the **second floor**. The main Library also has large computer labs.

The first time you use any computer system you user name will be your DMU ID number (P number) and your default password will your date of birth (in the format DD/MM/YY). You should change your password (to a unique and memorable combination of at least 8 characters – one of which must be a number) as soon as you have logged in. This will protect your account.

Do not tell or let anybody use your Logon account. If people know it, they can get access to your personal information and financial details. Students are also responsible for any activity conducted using their Logon accounts.

Further details for students with regard to equipment available for presentations and purchasing extra printing credit can be found on notice boards in the Faculty Computer Suites.

Please also see the section on 'Computing and Information Technology' in 'The University Handbook for Students' (ASK handbook).

Please note that improper use of the computer facilities or sending of offensive e-mail constitutes a disciplinary offence, which will lead to exclusion from the computer labs and potentially from the University.

Please note: the computers will SHUT DOWN 15 minutes before the building closes!			
Students	**Building/Room**	**Open Monday - Friday**	**Opening times**
All Business and Law Students	Hugh Aston Building (5 labs on 2nd floor)	Term-time During Vacation	09:00 – 20:45 09:00 – 18:45
All Students	Extensive IT facilities are available via the Library Services on the first floor of Kimberlin Library during term time. Opening times and more details about the library facilities available can be found at **www.library.dmu.ac.uk**		
Please be warned that times are liable to change. **You should check notice boards for the latest information.**			

⭕ MyDMU/Email/Blackboard

MyDMU

MyDMU is your personalised portal to university information and systems. It can be accessed via any computer which has an internet connection **my.dmu.ac.uk** . MyDMU allows you to view news about the university, your personal information (e.g. name, date of birth and address) that the university currently holds, the modules (or subjects) that you are enrolled on, the names of your personal tutor and student representative and, at certain times of year, your assessment results.

Using your university login details (see previous section) you can also log in to MyDMU to access the following:

Your University Email Account

The University will automatically create an E-mail account for you. You are encouraged to make this your main e-mail account whilst studying at the University. *All* correspondence from the university will be sent to you at this email address. If emailing staff, for example your module tutor, you must only do so using your University email account. The address is your P Number (including the P) followed by @email.dmu.ac.uk, e.g. P10234567@email.dmu.ac.uk .

Blackboard

Blackboard is the university's Virtual Learning Environment. You will use Blackboard as an integral part of the teaching and learning experience throughout your time at DMU. Almost all of your modules will have a Blackboard site which module leaders will use to post information and exercises to supplement formal, face-to-face teaching. You will also submit work through *Turnitin* (see Section 3 for more information) via the specific module Blackboard sites.

Your Password

You can change your password at the web address https://password.dmu.ac.uk/pwm. A link to this address is also on the MyDMU site. You should also set up and use the Password Self Service so that if you cannot remember your password, you will be able to reset it yourself. There is a link to the password self service page on the MyDMU student portal and Blackboard.

Please note that the University now uses a 'single sign on system' which means that your user name and password is the same for your myDMU, email, Blackboard and Athens accounts.

⊙ BLISS: Business and Law Information and Skills

Annie Britton is available to any student in the Faculty who wants to:

- Ask general questions about their studies and what is expected of them in academic terms (it is often different to most of what you have done before)
- Enhance their grades
- Improve referencing and avoid plagiarism
- Practice and be guided on presentations and moots
- Develop revision and exam techniques
- Access additional support, whether personal or academic

BLISS is available for all Business and Law students including: full and part time, undergraduate and post graduates. If you are studying a subject in the Faculty then Annie is available to help you with your work.

Most students make individual appointments via email, abritton@dmu.ac.uk , others come in small groups, and Annie also offers lectures and workshop sessions throughout the year. You can also try dropping-in for quick queries.

Annie will not deal with matters related to aspects of your subject, you must ask your module lecturer about subject specific information.

More details of the support that BLISS provides is available by logging into *Blackboard* clicking on *My Communities*, *Faculty of Business and Law* and *Student Support.*

⊙ Faculty Support via Personal Tutors and PDR (Personal Development Records)

Personal Tutors

Each student is allocated a personal tutor (at enrolment) who can be contacted regarding any general academic matter or personal concerns relating to such matters as adjustment to life at DMU.

You will be introduced to your Personal Tutor during Induction week. Your Personal Tutor's initial role is to help you make a smooth and successful transition to Higher Education. They, along with the Student Advice Centre, should be your first port of call if you have any kind of problem or confusion. If you develop a positive relationship with your personal tutor then

he/she may well be the tutor who gives you your first reference when you eventually enter the world of full-time employment. Remember the onus is on you, as the tutee, to keep in contact with your tutor.

Personal Development Record (PDR)

Personal Development Planning (PDP) is optional and is designed to help students reflect on their learning and develop a cohesive approach to learning and work lives. Further details on PDR are on Blackboard.

You access your PDR/PDP via MyDMU (see above).

More details on Personal Tutors and instructions on how to access PDR/PDP are available by logging into *Blackboard* clicking on *My Communities*, *Faculty of Business and Law*, *BAL Students then Personal Tutoring.*

Faculty Support

The personal tutoring scheme is only one part of the wider student support and information systems available to you within the faculty. Details of the other support are outlined later in this Handbook and summarised on the diagram below. This diagram will be explained to you by your Personal Tutor during induction week.
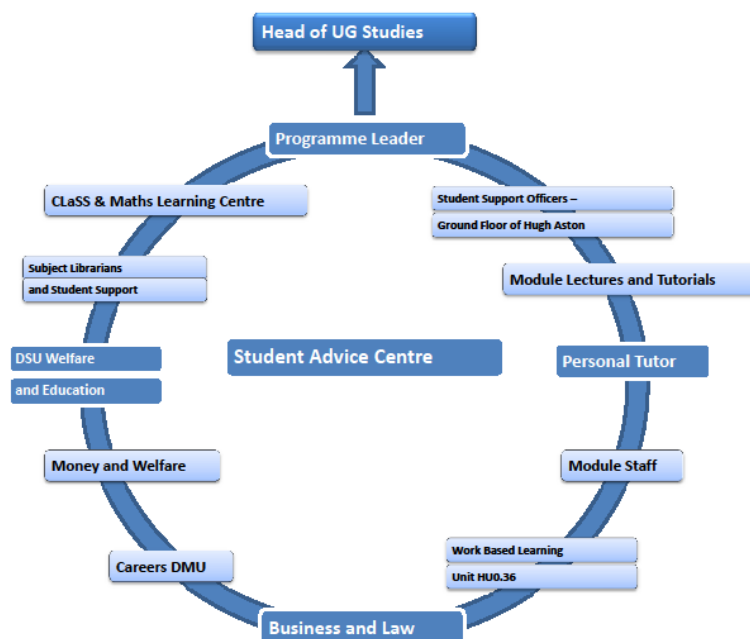
4.2 University Services and Support

⊙ Library

The main library on the campus is the *Kimberlin Library* on Mill Lane (near the Campus Centre). As well as loaning books the library holds numerous other resources such as journals, DVDs, and IT suite etc. During Induction and Enrolment Week all students will have a library induction scheduled to introduce these resources. During this time you will have chance to meet library staff and ask questions.

A number of library resources such as book reservations, e-journals, the library catalogue, subject databases etc can be accessed on-line from any computer with internet access by visiting:

 library.dmu.ac.uk The library opening hours are also available here. There is also a link to this site on the front page of MyDMU.

The Library includes a Learning Development Zone on the ground floor to facilitate flexible learning. There is also a variety of skills workshops run from here. More details of all of the library services are provided in students' library inductions.

For students studying Law there is also a Law Library on the first floor of the Hugh Aston (Faculty of Business and Law) building.

⊙ The Student Gateway

The Student Gateway is an accessible and welcoming integrated reception for all student enquiries and is based in Gateway House on the ground floor (0.10).
It offers information, advice and guidance on a wide range of topics such as:
- Money and welfare
- Jobs and careers
- Accommodation
- Disability issues
- Counselling, Mental Health and Wellbeing

Telephone: +44 (0)116 257 7595
Email: studentservices@dmu.ac.uk|
Opening hours: Monday to Friday 9am-5pm

For more details about their services there is a link on the front page of MyDMU (before you log in).

⦾ DSU (De Montfort Students' Union)

DSU (De Montfort Students' Union) is based in the Campus Centre. During Induction Week students are introduced to a member of DSU staff (in the *Introduction to University Life* session) and are encouraged to visit the Campus Centre to gain information on the clubs and societies existing at DMU. DSU's mission is:

DSU is a student led and student focused organisation. It aims to represent, inspire and involve its members to enhance their university experience.

Central and Core to all of our work are the values of Community, Democracy, Fun, Growth, Quality.

Visit *demontfortstudents.com* for more information on events and support available through DSU.

⚙ Sports Centre

DMU's brand new £8 million leisure centre provides our students, staff and members of the public with state-of-the-start facilities including:

- A 25 metre six lane swimming pool
- Poolside sauna
- Climbing wall
- Eight court sports hall
- Fitness suite
- Free weights area
- Dance studio
- Café

A comprehensive programme of workout classes will also be held at the centre and will cater for all users from beginners to advanced.

Opening times
Monday to Friday 7am-10pm
Saturday 8am-6pm
Sunday 9am-6pm

The Queen Elizabeth II Diamond Jubilee Leisure Centre
50 Duns Lane
Leicester, LE3 5LX, UK
Telephone: +44 (0)116 250 6400
Email: leisure@dmu.ac.uk

Visit *dmu.ac.uk/about-dmu/about-dmu.aspx* for more details about facilities, membership and sports clubs.

⚙ Bookshop

The university bookshop is based on the ground floor of the Hugh Aston Building. It is open from 9.00am until 5.00pm each weekday and stocks core texts and some of the other books on your reading lists (available from module leaders at the beginning of term).

✪ Disabled Students

The University and the Library have a variety of services for students with disabilities, including dyslexia. In the first instance, you should visit the Student Gateway on the ground floor of Gateway House (see contact details above).

Where students have notified the University of a disability/medical condition which might lead to issues as to the appropriateness of a set assessments, the student should discuss this on an individual basis with the Faculty Disability Coordinator/Student Support Officer and with the relevant Module Leader, so that we can ensure an agreed appropriate assessment is set. Where necessary, this will also be discussed and agreed with the PAB Chair and External Examiner.

Where students have notified the University of a disability/medical condition, academic staff are advised of their needs (e.g., extra time in a phase test) but the student must discuss precise arrangements with the individual academic who has set the assessment.

✪ Health Problems and Personal Problems

The Student Health Centre De Montfort Surgery is an NHS general practitioners' surgery which provides medical care for students and some local residents.

To register with the surgery you just need to pop into the surgery to fill in some forms.

You can order prescriptions or book appointments online – see Tom or Jane to obtain a password.

Opening hours:

 8am-5pm weekdays
Late surgeries until 8.45pm Mondays and Wednesday

100 Mill Lane
Leicester LE2 7HX

Telephone: (0116) 222 7272
Website: demontfortsurgery.co.uk

It is important that you register at the Health Centre as soon as you have enrolled on your course. DO NOT wait until you are ill before trying to register!

If you have **personal problems**, as well as informing someone in the Faculty (as noted above) you can ask for help and advice from the **Student Gateway** who offer **welfare and counselling services.** Contact details are given near the beginning of this section. If you feel

you need to speak to someone out of hours, you could try Nightline, a confidential overnight student support line that runs from 8pm-8am

Telephone :   +44 (0)116 223 1230
Email: nightlineleicester@hotmail.com
Website: www.leicesterunion.com/clubs/nightline

DMU security   **Telephone**: +44 (0)116 257 7642

Section 5 Opportunities/Activities

5.1 Work Placement

All Business School students have the opportunity to undertake a 12 month paid business placement (taken after the second year of study)*.

Why consider a 12 month business placement? Here are some of the benefits:

- Better academic performance in your final year – you are more likely to achieve a 2:1 classification or higher
- Invaluable employment experience – it is what employer's want
- A great CV with a much wider range of transferable skills
- Better job opportunities – often including job offers from or accelerated entry to graduate training programmes
- You will learn how to search the job market and perform well at interviews and assessment days – which will allow you to concentrate on your studies in your final year
- Our students really enjoy their time in industry and believe it is the best decision they ever made.

The Business School's Work Based Learning Unit (WBLU) has a specialist team of staff experienced in dealing with the placement process. The team fully supports you during your placement search. It offers you help and advice including one-to-one CV guidance, placement briefings, company presentations and workshop sessions to guide you through the placement application and interview process. We also fully support you whilst you are out on placement.

The WBLU advertises a large number of placement opportunities throughout the year across all business functions including Marketing, Project Management, Finance, HRM, Retail, Sales and Operations. Amongst the hundreds of organisations offering placement opportunities are IBM, Porsche, Pirelli, Microsoft, NHS Trusts, Hays, Walt Disney, Caterpillar and HM Treasury. Alongside large multinationals, smaller companies also offer excellent opportunities and give students the chance to gain a real insight into all aspects of business. The WBLU continually seeks out new employers with challenging roles for our students.

The Business School offers formal recognition of the placement year. On successful completion of the placement portfolio you will be awarded the Certificate in Work Based Learning (Pass, Merit or Distinction) which enables you to graduate with a sandwich degree.*

You can register your interest to find out more in the following ways:

1. At re-enrolment, during your first year, you will be asked to tell us if you are interested in undertaking a placement
2. You can contact the WBLU team directly during your first year and express your interest. Contact details are below.
3. The WBLU will also contact you via your DMU email account, during your first year, to ask if you are interested in finding out more.

Once we know you are interested you will then be invited to attend our placement briefing sessions which will take place at the end of your first year and also at the start of your second year.

If you have any questions regarding the placement process please contact us in the Business School's Work Based Learning Unit:

Email: businessplacements@dmu.ac.uk
Tel: 0116 2078240

***Placement is a compulsory, integrated element of some programmes and offered as an option on all other business programmes (see your Programme Handbook for more information).**

5.2 Campus Enterprise Opportunities (CEO)

Activate your idea!

Make your move into starting or running your own business easier and more successful with Campus Enterprise Opportunities (CEO). Whether you have an interest in enterprise or a launch ready idea CEO provides you with endless free inspiration, connections, knowledge, resources and support.

- Gain information and increase your knowledge with the **Start-up Sessions**
- Inspiring all ideas with the **Business Venture Competition**
- Receive expert assistance and support with the **Start-up Surgery**
- Start or run a business during your placement year or immediately after graduation with **Enterprise Inc**
- Find a home for your business in the **Hot Desking Unit**

If you would like to receive regular email updates about CEO please email ceo@dmu.ac.uk or call (0116) 2078914.

N.B De Montfort University can accept no responsibility for any debts or legal problems associated with new business start ups generated as a result of the CEO service or that of the Faculty of Business and Law.

To find more information about CEO's events and activities visit www.dmu.ac.uk/ceo

5.3 Studying Abroad

Erasmus Student Exchange

Students registered on some Law degrees or any Business Single or Joint Honours Degree at the Faculty of Business and Law currently have the opportunity to study in one of the 31 countries that are members of the European Union (EU) or European Economic Area (EEA). This opportunity is available through the European Commission's ERASMUS exchange programme.

On many programmes, it is even possible to gain a degree from your chosen partner University under dual-degree agreements that may exist between the two institutions and in the majority of exchanges, the language of learning will be English.

Under the Erasmus agreement, students spending a full academic year on an Erasmus exchange do not pay fees for that year, but that is not the main reason for taking this opportunity. Here are some of the real benefits that you will gain by taking part in the Erasmus programme:

- ✓ Employability - stand out in the job market
- ✓ Improved language skills
- ✓ Financial support - students receive a grant and have their UK tuition fees waived if they go for a full academic year
- ✓ Institutional support through Erasmus Co-ordinators
- ✓ Formal recognition of the study period or work placement on their degree transcripts
- ✓ New set of life-skills not taught in the lecture theatre
- ✓ Discovery of a different culture
- ✓ Acquisition of an international perspective
- ✓ Access to a wider range of subject areas
- ✓ Motivation, independence and confidence

✓ International network of friends and a fantastic experience

All students, regardless of their nationality, are eligible to participate in this programme, although students from outside the EEA/EU or Switzerland will need to research their own visa requirements.

Students may also take advantage of the **Erasmus Intensive Language Courses (EILC)** offered by universities across Europe. It is an opportunity to improve your language skills before you start your Erasmus period. EILC are not offered in France, Germany or Spain. However these countries might offer their own language courses for visiting students.

You may be eligible for an additional month of the Erasmus grant if you participate in a pre-sessional, in-country language course (both EILC and non-EILC languages) and the language is not a part of your degree course.

In addition to the Erasmus programme the Business School also has exchange programmes with two US universities – the University of East Carolina and Georgia College & State University. Places at these institutions are strictly limited and likely to be competitive and will need to be fully funded by the student as they do not qualify for the Erasmus grant.

A limited number of places are available each year and for further information contact:

Dr Robert Webber
International Exchange Programmes Co-ordinator
HU5.84, ext 8227
Email: bwebber@dmu.ac.uk

5.4 Other Events and Activities for Students Studying Law

Mooting and Debating

A moot is a simulation of an appeal court hearing. Students prepare and present their cases as if they were barristers or solicitor advocates representing their clients. You would normally take part as a member of a two-person team (lead counsel and junior counsel; the lead counsel speaks first). The judge might be played by a final year student, a lecturer or a practising lawyer. Taking part in mooting can build your confidence, enhance your skills of research and persuasion and help you to make an informed decision about your future career.

If you are interested in taking part in our internal mooting competition, which is open to everyone studying Law (on any degree programme), please check notice boards regularly and pay careful attention to any announcements in lectures. Students who do well in our internal competition often go on to represent our university in national mooting competitions. Our students also organise one of the national competitions, the Midlands Mooting Competition. We hosted the final of the Midlands Mooting Competition in 2006, in which the judge was played by Lord Justice Mummery, a judge of the Court of Appeal.

More information about mooting is available from the students who organise the internal competition and our participation in national competitions (see notice boards for details), the Mooting Net web site http://www.mooting.net/ and from books such as John Snape and Gary Watt "How to Moot: A Student Guide to Mooting" (Oxford University Press, 2010) which is available in the Law Library.

Client Interviewing

Solicitors, barristers and other legal professionals must be able to show their clients that they understand clients' needs and can devise suitable responses to their legal problems. Whether you are considering becoming a lawyer or have another career in mind, the Client Interviewing Competition can help you to work confidently with other people and solve problems creatively. Some students also find that the competition helps them to make their choice of career.

No previous experience is needed and first year students are welcome to participate by playing the role of clients (we provide clients with instructions). Playing a client would give you the opportunity to see the strengths and weaknesses of different lawyer teams, which could help you in future. If you are studying law (on any degree programme) from your second year onwards, then you would be welcome to take part as a lawyer. There is no audience, just an observer who provides positive feedback after your interview. You would need to find a partner as lawyers take part in the competition in teams of two.

The most successful teams progress to later rounds of the competition where they compete for the Fennemores Prize for Client Interviewing. Winners of the Fennemores Prize have the opportunity of representing De Montfort University in the Client Interviewing Competition for England and Wales – see http://www.clientinterviewing.com/

If you would like to take part, it is essential to sign up early by attending the Client Interviewing workshop that will take place during the first few weeks of the autumn term. Competition entry forms and the Client Interviewing Manual, with information on how to prepare for success in the competition and the judging criteria, will be available at the workshop. Make sure that you check the notice boards in the corridor of the Hugh Aston Building (near the Student Advice Centre) regularly for information about Client Interviewing.

De Montfort University Street Law Society

70% of employers would rather employ a volunteer than someone who has never volunteered. Street Law is not only a popular way of volunteering. Street Law gives you the chance to use your legal knowledge to help other people. Street Law members say that taking part builds their confidence and gives them a better understanding of the law.

Street Law students work in teams to deliver interactive presentations on practical legal issues in schools, colleges and community groups. Our presentations help people to understand how the law affects them on issues such as knife crime, cyber-bullying, children's rights and police powers. Taking part in Street Law involves a commitment to attend a weekly workshop and to research and rehearse a presentation, together with the other members of your team. As a member of Street Law, you could suggest new topics for future presentations. Street Law members also get to know other students through Street Law social events.

Street Law is led by an enthusiastic student committee with the support of Alwyn Jones (staff supervisor). If you are studying a law module in any year (or on any DMU degree programme) then you would be welcome to take part. For more information, check the Street Law notice board (the notice board is on the ground floor of the Hugh Aston building, in the corridor near the bookshop) or email Alwyn Jones on apjones@dmu.ac.uk . In addition to signing up with Street Law, all Street Law students must register with the Student Union's student volunteering office (DSU Volunteering), so that travel expenses are reimbursed and so you receive a certificate recognising your contribution at the annual student volunteering awards ceremony.

Student Law Society

The Law Society comprises a large percentage of the law student body at De Montfort University who come together to further their abilities and to enjoy an additional vibrant social aspect to university life. The Society is run by elected undergraduates who serve in their respective offices for a period of one academic year.

The aim of the Society is to provide students with the opportunity to interact with legal professionals and other students through a range of social and academic activities. The social highlight of the year is always the Spring Ball. See http://www.facebook.com/people/Dmu-Lawsociety/895600397

Section 6 Health and Safety and Legal Issues

6.1 Health and Safety

Fire and Emergency

If you discover a fire or other similar emergency you should raise the alarm by activating the nearest fire alarm point and then follow the procedure outlined in the Emergency Information notices. These are the blue and white notices posted in plain view throughout University buildings.

If you hear a fire alarm, which is a continuous sounding alarm, you should leave the building by the nearest exit and as quickly as you can. Follow the route marked by white arrows on the green signs displayed above doors and on walls. This will take you to the nearest exit. Do not leave by the door you entered the building unless it is the shortest route. Go to the Assembly Point shown on blue and white Emergency Action posters displayed near fire alarm call points. Staff will direct you, if necessary, to the Assembly Point.

You should not re-enter the building until told to do so. Please do not leave the Assembly Point until the building has been checked to ensure that everyone has escaped safely.

Fire doors and portable extinguishers are crucial elements in fire prevention and should not be misused, nor should fire doors be wedged open.

In Academic Buildings the Fire Alarm is tested at approximately 8.55am on Monday mornings. The sounder will ring for about a minute. You do not need to take any actions. If the sounder continues to sound, leave the building. If the test is at a different time then notices will be displayed.

Do not use the lift in an emergency. The lift shaft acts like a chimney and in a power failure you might be trapped.

Disabled Access/Escape

In an emergency those with disabilities may not be able to evacuate by means of the stairs or may be slow in evacuation. In the interest of your own safety, if you have limited mobility go to the staircase and wait either on the stairs or in the protected lobby at the entrance to the stairs until it is safe for you to use the stairs without danger from other users.

If you are a wheelchair user, wait in the designated Refuge by, or on, the stairs, with a member of staff or a colleague. A member of staff will report your location to the Building Evacuation Controller who will arrange for you to be taken down the stairs on an Evacuation

Chair. Fire doors will provide at least 30 minutes protection from a fire. Most refuge areas now have phones that you can use to communicate with those taking charge of the evacuation. If you would like to arrange for a practice in the use of the Evacuation Chair ask your tutor or programme leader to arrange this with the Faculty Disability Coordinator/Faculty Health and Safety Coordinator or one of our Student Support Officers with key responsibility for disability.

You may be required to attend a meeting with the Faculty Disability Coordinator or nominee to complete a Personal Escape and Evacuation Plan or PEEP. If you have a disability or medical condition that might impact on your ability to evacuate any of the University's building you should discuss this with the Faculty Disability Coordinator, Tracey Lee-Adams or Sarah Stirk, Faculty Student Support Officer.

Do not forget that your circumstances may change during your studies – you might have a fall or sports injury etc – please ensure that you discuss any such issues with the Faculty Disability Coordinator or your Programme Leader.

First Aid

If you become ill, or sustain an injury whilst on campus, there are trained first-aiders who can assist you. The names and locations of first-aiders are displayed on the green and white First Aid posters throughout the campus. If you are in the Hugh Aston building you can also go to the Main Reception or the SAC who will try to contact a first-aider for you.

Accidents

If you are unfortunate enough to be involved in an accident on University premises (including sports injuries), you should report it as soon as possible to a member of staff.

It is essential that any accident which results in a student attending hospital is reported to the Health and Safety Department without delay.

You will be asked to co-operate in completing a green Accident Incident Report Form which will assist accident prevention and meets the University's legal obligations.

Please help us by reporting unsafe conditions e.g. broken paving slabs – we can then take action to prevent accidents.

Children

In general University buildings are not designed for use by children. In the interests of safety they are not normally permitted to enter buildings. If permission is given it is important that children visiting the campus are kept under close supervision at all times.

ID Cards

Your University ID card should be carried at all times within the University. You may be asked to produce it ant any time whilst in campus buildings.

Smoking Policy

The University operates a smoking policy which prohibits smoking both in University buildings and within a ten metre distance of such buildings.

Food in Class rooms

Students are not permitted to consume food and drinks in classroom facilities.

6.2 Legal

○ Insurance

The following is a brief outline of the University's Insurance arrangements as they affect students:

Personal accident

There is no personal accident insurance for students who are injured whilst at the University, which means that there is no automatic compensation for such injuries. However, we are insured to cover our legal liability for claims made for damages as a result of an injury to a student caused by the negligence of the University or its employees. Students should therefore be strongly advised to arrange their own personal accident cover.

External visits and placements are in much the same situation. Personal accident insurance cover is not arranged, but we do carry insurance to cover the liability of the University and its employees for claims made on it, due to the action of students whilst visiting or being employed by external organisations. However, there are circumstances when the University may not be liable; for example, where students engage in unreasonable acts or deliberately disregard instructions.

Firms, etc which students are visiting or to which they are attached, should have both Public and Employers' Liability Insurance in place to cover their liability for negligence in the event of a student being injured. It is recommended that this aspect be checked before placements or visits are arranged.

Personal property

The University does not accept liability for loss and/or damage to personal property, and students should be encouraged to make their own insurance arrangements in this respect.

Vehicles

The University does not accept liability for third party claims arising out of the use, by students, of their own vehicles for course visits and travel between campuses. Individual insurers must therefore be informed and policies adjusted to reflect vehicle use outside the standard 'social and domestic' cover.

⭕ Equal Opportunities

The University is committed to operating clear procedures that apply equally and fairly to everyone.

The University seeks to implement and sustain equality of opportunity throughout all aspects of its work and to ensure that no person suffers unfair treatment.

Complaints and appeals will be dealt with fairly and efficiently and in accordance with clear procedures. The Students' Union offers independent advice and, where appropriate, representation for students concerned with complaints, appeals or disciplinary procedures.