



## **Course Handbook**

**BA (Hons) Business and Management**

**2024/25**

## Welcome

Welcome to your course, BA (Hons) Business and Management at University Centre Colchester (UCC). UCC places a significant emphasis on practical outcomes as the application of management skills and knowledge is deemed crucial for ensuring sustained organisational performance. Consequently, the course prioritises the cultivation of critical thinking, logical planning, and digital skills to empower organisations for ongoing enhancement. It also centres on the practical application of management activities in real-world scenarios to promote the development of organisational and business performance.

We hope you enjoy your course and being part of the student community.

For further information about the course, please see:

<https://www.colchester.ac.uk/course/ba-hons-business-and-management/>

### 1. Your course team

Your course team consists of academic, administrative, and technical staff, who between them have a wealth of experience and expertise. The following list of staff are the key points of contact for this course.

Name	Job title	Email
Mark Cherry	Head of School	<a href="mailto:mark.cherry@colchester.ac.uk">mark.cherry@colchester.ac.uk</a>
Kylie Baalham	Course Leader	<a href="mailto:kylie.baalham@colchester.ac.uk">kylie.baalham@colchester.ac.uk</a>
Mark Suddes	Lecturer	<a href="mailto:mark.suddes@colchester.ac.uk">mark.suddes@colchester.ac.uk</a>
Graham Meek	Lecturer	<a href="mailto:Graham.meek@colchester.ac.uk">Graham.meek@colchester.ac.uk</a>
Jennifer Crafford	Lecturer	<a href="mailto:jennifer.crafford@colchester.ac.uk">jennifer.crafford@colchester.ac.uk</a>
Manda O.Connell	Lecturer	<a href="mailto:Manda.oconnell@colchester.ac.uk">Manda.oconnell@colchester.ac.uk</a>

**UCC Academic Services** provide you with student support and guidance in relation to the following:

- Submissions and uploading of work;
- Extenuating circumstances/late submission of work;
- Financial hardship;
- Accessibility/assessment for reasonable adjustments and learning support.

Contact names for UCC Academic Services:

- Chris Mills: Head of UCC Academic Services
- Tracy Blair: Senior Academic Services Officer
- Natasha Sayers: Academic Services Officer and administration support for BA (Hons) Business and Management programme.

Contact no. (01206) 712613

Email: [uccacademicservices@colchester.uk](mailto:uccacademicservices@colchester.uk)

Room: HE103

## 2. Your course

The BA (Hons) Business and Management course provides a comprehensive understanding of key principles and practices essential for successful organisational operation. Students will delve into topics such as marketing, finance, human resources, strategic management, international business, and ethics. Students will learn to analyse markets, manage finances, optimise operations, lead teams, innovate, and navigate the complexities of global business environments. Through theoretical study, case studies and practical projects, students develop the skills and knowledge needed to excel as leaders and managers in various industries, preparing them for the dynamic challenges of today's business world.

The structure and content of your course are set out in documents that can be found in the appendices to this handbook.

**Module Guides** (appendix A) are the reference documents that have the schedule of lectures for each module. You can also see what the course work requirements are, and how your work will be marked.

The programme specification is an overarching document that itemises course structure and content, and most importantly, what you should be able to do by the end of the course. All programme specifications, including the module descriptors, are available on request from UCC Academic Services.

All learning outcomes are written in such a way that they conform to the expectations set out in the <https://www.qaa.ac.uk/the-quality-code/qualifications-frameworks> which in turn ensures that the learning outcomes for your course are equivalent to those of similar programmes in other universities and colleges in the UK.

The design of this programme has been shaped by the national subject benchmark for Business and Management. A benchmark describes the characteristics of a subject, and the abilities and skills students develop when studying a subject. Benchmark statements are written by panels of national experts and revised regularly. An introduction to subject benchmarks can be found here:

<https://www.qaa.ac.uk/the-quality-code/subject-benchmark-statements/subject-benchmark-statement-business-and-management>

To ensure that courses develop a wide range of skills, University Centre Colchester designs programmes in each subject by also taking subject benchmark statements of other disciplines into consideration. For example, the element of communication is a vital component in your skill development, and we have taken note of the subject benchmark statements of other Arts, Social Sciences and Industry programmes that also promote the development of communication skills.

### **3. Teaching, Learning and Assessment**

#### **Teaching and Learning**

Throughout the duration of the course, our primary objective is to seamlessly integrate academic knowledge with practical and work-based skills. The intention is to dispel the notion of these two realms being entirely separate in the students' learning activities. A distinctive feature of the degree programme involves prompting students to reflect on practical and work-related tasks from an academic perspective, critically assessing them. Students acquire knowledge and comprehension by participating in sessions that blend lectures and workshops, the format varying based on the module. Additionally, students engage in directed independent study, typically involving key texts related to the modules, along with web-based content and course materials created by the lecturer. Various supplementary resources, including hard copies in the library and online materials, articles, reports, and specified sources are also utilised.

#### **Assessment**

We provide a variety of options, such as written reports, presentations, group assessments, exams, portfolios, and practical activities tailored to simulate real industry scenarios, cultivating practical employability skills. All assessments are carried out according to the information set out in the relevant module guides. Please see appendix A for further details.

Most Schools in University Centre Colchester use the Harvard Referencing System [https://portal.colchester.ac.uk/support\\_departments/ssandsupport/LearningResource/sandStudent/Colchester\\_Institute\\_Library/Harvard/Documents/Guide%20to%20Harvard%20referencing.pdf](https://portal.colchester.ac.uk/support_departments/ssandsupport/LearningResource/sandStudent/Colchester_Institute_Library/Harvard/Documents/Guide%20to%20Harvard%20referencing.pdf)

Our course area has a named Learning Resources Adviser who offers support and training on research, accessing information and Harvard referencing. This help can be accessed in formal inductions and sessions booked by tutors or smaller student booked groups and 1:1s throughout the year, for example helping students to find items on relevant topics for a module or assisting with a literature review for a project. Support via teams or e-mail is also available with drop in help available at the library desk.

[haydn.white@colchester.ac.uk](mailto:haydn.white@colchester.ac.uk)

Haydn is based in the library and available to respond to specific enquiries.

## Placements and work-based learning

In our commitment to develop graduates with professional and workplace competencies, we consider work-based learning an important component of the degree programme. The Professional Development module at Level 5 incorporates a 40 hour placement opportunity for full time and part-time BA (Hons) students. Students currently employed in roles relevant to the programme, including those pursuing the degree within the CMDA framework, will still be required to complete the Professional Development module. Instead of undertaking a distinct work placement, these students will need to engage in reflective practices concerning their job responsibilities over a designated period.

## Study Skills

UCC has a suite of study skills videos and presentations that can be located on Moodle. **Academic Skills Centre:**

<https://moodle.ccacolchester.com/course/view.php?id=7297>

## Submitting course work

All submission of course work must follow the arrangements set out in the respective module guides.

You must submit all pieces of assessment needed for each module on or before the submission date published in the module guide. Failure to do so is highly likely to result in failure of the module overall and may put your place on the course at risk.

Please remember that it is your responsibility to meet the given submission dates, and that only very specific, and documented, situations for exemptions are acceptable to University Centre Colchester. These can be found in the Extenuating Circumstances policy:

<https://www.colchester.ac.uk/legal/university-of-east-anglia-extenuating-circumstances-regulations/>

## Formative and summative feedback

Tutor feedback about your work falls into two distinct categories. The first is weekly, ongoing feedback that is part of the teaching process. Your lecturers will invite contributions to the taught sessions by asking you questions, or seeking group feedback from the class, which in turn leads to a tutor's response to your comments or contributions. It is called formative feedback because of the immediate, and non-assessed, nature of an exchange of views, which nevertheless contributes to your studies.



In addition to formative feedback in class, individual tutorials (2x20 minutes) are available to you for each module. You will need to arrange these with your tutor.

The second type of feedback you receive is called summative feedback. It is usually associated with marks given to a formally submitted piece of course work. Summative marks are used to decide the grade you receive for a module. Written feedback reflects how you have met the learning outcomes and includes feedback forward on how you might develop your work from an academic perspective.

It's worth remembering that summative assessments will still have a formative effect on your development, because each piece of work you complete contributes to your overall achievements as a student.

### **Academic integrity**

The term 'academic integrity' can cover a range of issues in connection with the use of the work of others. For you as a student, this is particularly relevant as much of your time is spent encountering the published thoughts of others.

What that means in practical terms is that you must always show the sources of the material you are using. From a literal quotation to the adapting of an idea, it is vital that other authors are always referenced. The part of a submission that is not linked to someone else's work is therefore seen as your own contribution.

All universities use software that detects what may have been copied from a non-disclosed source. This practice is called a plagiarism check. **Plagiarism is a serious academic offence which can lead to course work being failed and, in some circumstances, students losing their place on a course.**

It is therefore essential that students act responsibly, and with academic integrity, by always showing their sources.

Other examples of breaches of academic integrity include the copying from peers, collusion, the use of commissioned course work from third parties, or any attempt to pass off the work of others, including AI, as your own. University Centre Colchester's policy on academic integrity can be found here:

<https://www.colchester.ac.uk/legal/ucc-academic-offences-policy/>

### **External Examiners**

Each course has an external examiner, usually an academic or highly experienced practitioner in their field, whose role it is to ensure that the standards of your programme are comparable to those found at other UK institutions offering similar courses.

The list for University Centre Colchester's external examiners is available from UCC Academic Services upon request.

## 4. Communication

All tutors, administrative and technical staff communicate with you via your colchester.ac.uk email account. It is your responsibility to ensure the account is working, and that you check emails regularly.

University Centre Colchester will not accept any liability arising because of students not maintaining, or checking, their colchester.ac.uk email account.

Written feedback to course work will be uploaded into ATS2 within the time scale specified.

Students are expected to communicate with tutors, administrators, and technical staff via their colchester.ac.uk email accounts.

Email etiquette is an important element of working together. Please note that some staff may not be available every weekday. The colchester.ac.uk email signatures are likely to show on which days your tutors are available.

## 5. Extra Costs

This course does not include the purchase of any specialist equipment, **compulsory** visits/field trips, clothing, or consumables which students **must** buy whilst completing the programme.

In previous years there has been an **optional** overseas trip to Belgium. We cannot guarantee that the Belgium trip will be offered every year but students who have chosen to go on this trip in the past have been required to pay for their own travel and accommodation. Historically this has cost between £250-£350 but is subject to change.

## 6. Support and Guidance

At the beginning of each academic year, you will be assigned a personal tutor who may or may not be part of the course team that teaches you.

The personal tutor is your first point of contact for all non-academic concerns. You are entitled to a pastoral tutorial of up to 30 minutes per semester. Pastoral tutorials are available on request and are likely to be initiated by you as and when the need arises.

Other forms of support include the UCC Academic Services office that will be happy to assist with specific enquiries.

## 7. The Student Voice

University Centre Colchester believes that for learning to be effective it can never be one-sided. We are keen to involve you, the student, in the decision-making process about what we teach, and how. For that to work as well as it should, we need your participation and feedback.

During the course you will have many opportunities to share your views, both in formal and informal environments.

You can contribute how we shape the content and delivery of courses by taking part in Student Experience Meetings, Module Evaluations and by becoming a course representative.

Students are encouraged to make representations to the agenda items of open sessions of our Boards and Committees as a course representative.

Students also take part in the nationwide Graduate Outcomes Survey and the National Students Survey, which are advertised extensively by University Centre Colchester but delivered by third party organisations appointed by the Office for Students.

## 8. Rules and Regulations (the 'must-read' for students)

Your course is delivered and assessed according to University Centre Colchester's Academic Award regulations. These can be accessed on the below link:

<https://www.colchester.ac.uk/ucc/ucc-policies-and-procedures/>

The above link also provides access to a range of key policies, which we strongly recommend you read.

## 9. The Awarding Body

The awarding body for this programme is the **University of East Anglia**. You can find the information about our partnerships on the below link:

<https://www.colchester.ac.uk/ucc/partnerships/>

## 10. Professional Recognition

Some courses at University Centre Colchester cater for a subject area in which a professional recognition/accreditation, alongside the degree qualification, is a standard expectation.



This course is dual accredited by the Chartered Management Institute (CMI), allowing graduates to obtain a recognised level 5 CMI Diploma in Leadership, alongside their university-accredited degree.

## 11. Next steps

Thank you for reading this introductory handbook to your course. The best way to think of this document is as a resource that supports your studies at University Centre Colchester, and that provides most of the necessary information and links for the completion of your academic assignments. The course handbook should always be read in conjunction with University Centre Colchester's student handbook

Before starting a new module, it is useful to read the relevant module guide. It helps you prepare for lectures, read (and think) around the topics, and plan your workload in advance.

Above all, it gives a structure to your studies and enables you to get the most out of the programme.

## 12. Regulatory Organisations

### Office for Students (OfS)

The Office for Students is the independent regulator of Higher Education in England. Colchester Institute is a provider registered with the OfS.

[www.officeforstudents.org.uk](http://www.officeforstudents.org.uk)

### Office of the Independent Adjudicator (OIA)

The office of the Independent Adjudicator is an independent body set up to review student complaints in Higher Education

[www.oiahe.org.uk/](http://www.oiahe.org.uk/)

## 13. Programme Module Guides

Module Guides can be found within the respective Moodle area for each module:

<https://moodle.ccacolchester.com/course/index.php?categoryid=130>