



In partnership with  
**Middlesex  
University  
London**

# International Student Handbook

**BA (Hons) Business Management (Finance)**  
3 Year Degree



**2020 / 2021**





## **BA (Honours) Business Management (Finance)**

### **Programme Handbook 2020 - 2021**

**Franchised by the Business School, Faculty of Professional &  
Social Sciences, Middlesex University, London UK**

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**Australian College of Business & Technology  
Link Tutor: Nisha Palagolla**

**Middlesex University London  
Link Tutor: Hong Woo**

**Student Name:**

# CONTENTS

<b>INTRODUCTION .....</b>	<b>3</b>
Your programme handbook.....	3
Information in alternative formats.....	3
Middlesex University regulations.....	3
Introduction to Australian College of Business and Technology (ACBT).....	4
Introduction to Middlesex University London.....	5
Welcome from the Associate Dean for UK programmes of ACBT .....	7
Welcome from the PVC, Executive Dean, Faculty of Professional and Social Sciences.....	8
Middlesex University's Programme Leader's Welcome .....	9
Academic Calendar .....	10
<b>PART ONE: PROGRAMME DETAILS .....</b>	<b>11</b>
Your programme team .....	11
Your Programme Structure.....	13
Your Modules .....	14
Module Handbooks.....	15
Programme costs.....	15
Your feedback opportunities.....	15
Student Voice Leaders.....	15
Programme Voice Groups (PVGs).....	16
Survey.....	16
How we consider your feedback.....	17
How your programme is quality assured.....	17
The student protection plan.....	17
Suggestions and complaints.....	17
<b>PART TWO : RESOURCES AND SUPPORT AVAILABLE .....</b>	<b>19</b>
Resources.....	19
Middlesex Student Portal - UniHub.....	21
Student Email.....	21
Your contact and personal details.....	21
Student support services.....	22
Academic Support.....	24
Link Tutors .....	24
Career Guidance.....	24
Middlesex library.....	25
<b>PART THREE: UNIVERSITY POLICIES YOU SHOULD KNOW.....</b>	<b>26</b>
Assessment.....	26
Learning and teaching methods.....	26
Assessment methods.....	26
Submission, receipt, marking and return of Assessment.....	28
Assessment feedback.....	29
Your grades.....	29
Results confirmation.....	30
Academic misconduct.....	31
Personal evacuation plans.....	33
<b>Appendix A1: Curriculum Map for BA (Hons) BM (Finance) .....</b>	<b>34</b>
<b>Appendix A2: Summative Assessment Schedule (Core modules only) .....</b>	<b>36</b>
<b>Appendix A3: Module Narratives .....</b>	<b>37</b>

# INTRODUCTION

## Your Programme Handbook

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The purpose of this Handbook is to introduce you to your programme of study and to direct you to other general information about studying at Australian College of Business and Technology and Middlesex University. The material in this document is as accurate as possible at the date of production; however, you will be informed of any major changes in a timely manner.

Your comments on any improvements to this handbook are welcome. Please put them in writing (an email will suffice) with the page/title/section of the handbook to:

Quality Assurance Contact <Neville.Ruwanpathirana@acbt.lk>

## Information in Alternative Formats

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This handbook can be found online at:

[https://www.acbt.lk/student%20hand%20books/MDX\\_STUDENT\\_HANBOOK\\_BM-Finance.PDF](https://www.acbt.lk/student%20hand%20books/MDX_STUDENT_HANBOOK_BM-Finance.PDF)

If you have a disability which makes navigating our website difficult and you would like to receive information in an alternative format, contact: <Neville.Ruwanpathirana@acbt.lk>.

We can supply sections from this publication as:

- a Word document with enlarged type sent by email or supplied on a CD or memory stick
- printed copy with enlarged type
- printed copy on non-white paper
- as Braille

Other formats may be possible. We will do our best to respond promptly. To help us, please be as specific as you can about the information you require and include details of your disability.

## Middlesex University Regulations

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As a student of Middlesex University you agree to abide by the University Regulations when you enrol and therefore this handbook must be read in conjunction with them which are available online at; [www.mdx.ac.uk/regulations](http://www.mdx.ac.uk/regulations).

Some of the key regulations have been provided on the Your Study pages on UniHub <http://unihub.mdx.ac.uk/your-study>.

All information that you require to support your learning at Middlesex is available on [MyUniHub](#). This document highlights key elements that you should be aware of and should be your first point of call, however all information in this document is available on MyUniHub.

## **Introduction to Australian College of Business & Technology (ACBT)**

ACBT is the pioneer in Australian Higher Education in Sri Lanka since 1998, and partnered with world renowned Navitas group, with 130 colleges around the world in over 31 countries. ACBT offers a range of Undergraduate and Postgraduate qualifications in association with Edith Cowan University in Perth, Western Australia. ACBT also offers a wide range of University Foundation Programs (UFP's), accredited Diplomas and Advanced Diplomas through Edith Cowan College. Furthermore, ACBT in conjunction with Pearson Education Ltd awards BTEC Higher National Diploma qualifications in Business and Computing.

ACBT has already spread over three provinces of the country in order to provide equal opportunities for local students to earn internationally recognized qualifications at an affordable price. ACBT has two campuses in Colombo which are located in Colombo 3 (Main campus) and Colombo 5, Western Province of Sri Lanka. ACBT Kandy campus is located in the Central Province and the ACBT Galle campus is located in the Southern Province of Sri Lanka.

Global knowledge, critical thinking and employability skills are our top priorities which are well supported by our academic and academic support staff. Our teaching staff is from a variety of academic and professional backgrounds who work collaboratively with students for the attainment of their academic & career goals. They are truly dedicated and responsible for the on-time delivery of all our programmes of study through most appropriate methods and techniques. We also have a hard-working academic support staff who are always prepared to go an extra mile tirelessly in their profession to creating a wonderful learning experience for our students at ACBT.

### **Our Vision:**

“To be the first-choice provider for post-secondary education for students in Sri Lanka”

### **Our Mission:**

The academic department of ACBT aims to achieve its vision by:

- Delivering high quality education programmes that are relevant and up-to-date in order to achieve the needs of both students and the employers;
- Providing an environment which is supportive and well-resourced enabling students to maximize their full education potential;
- Understanding our students' needs for learning and the needs of the higher education and in turn investing in excellence in teaching and training.
- Committing to help students to achieve their educational and career goals.

**Our Values:** Equality, Efficiency, Excellence, Inclusion, Flexibility, Respect, Honesty

## Introduction to Middlesex University London

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Although you will enroll at and attend ACBT on the BA (Honours) Business Management (Finance); this is a Middlesex University programme and therefore you are a student of both. Within Middlesex University the BA (Honours) Business Management (Finance) programme is a part of the Business School within the Faculty of Professional & Social Sciences.

Being a Middlesex student means, in brief, the following:

- If you successfully complete the programme you will receive the Middlesex University qualification of BA (Honours) Business Management (Finance).
- You may attend the appropriate Middlesex University graduation ceremony.
- These programmes abide by Middlesex University Regulations which are available online at: <http://www.mdx.ac.uk/aboutus/Strategy/regulations/index.aspx>
- You have access to the student portal 'myUniHub' at: <https://myunihub.mdx.ac.uk/>

This list is not exhaustive; therefore, please contact: <PartnerOps@mdx.ac.uk> if you have any questions about your entitlements as a Middlesex student.

The following are also important documents which relate to the academic relationship between ACBT and Middlesex University:

- **The Memorandum of Co-operation (MoC).** This is the formal agreement between Middlesex University and ACBT on the delivery of the Programmes. The Memorandum, among other things, sets out the responsibilities of both ACBT and Middlesex University. In brief these include:
  - **Admissions**  
The admission requirements for the programme shall conform to Middlesex University's general entrance requirements and any requirements specific to the programmes. Therefore, the admission of students shall be undertaken by ACBT and Middlesex University.
  - **Enrolment**  
Students accepted for the Programmes shall be enrolled as students of Middlesex University as well as ACBT. They shall be subject to normal rules and regulations of both institutions, except where they are overridden by the provisions of the Memorandum of Co-operation.
  - **Tuition**  
Tuition shall be provided by ACBT in accordance with the franchised programme arrangements and subject to the approval of the University, exercised through the Executive Deans. Middlesex University shall give prior approval for all lecturers/tutors used on the programme.
  - **Learning Resources and Support Services**  
Learning Resources provide workshops and one to one support for those students needing additional support in academic writing, presentation skills and numeracy. Such seminars, workshops and lectures are embedded into specific modules across all levels of the programme.

➤ **Assessment**

The assessment of students on the Programme shall be the responsibility of the University's Assessment Board for the BA (Honours) Business Management (Finance) and shall be subject to Middlesex University Assessment Regulations – Please see the University Regulations for more information.

➤ **Progression**

All students who successfully complete the programme shall be eligible for consideration for entry to Postgraduate level study at the University.

If you wish to view this document, the **Memorandum of Co-operation (MoC)** then please contact Chief Operating Officer: <Krishan.Senaratna@acbt.lk>

## **Welcome from the Associate Dean for UK programmes of ACBT**

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Dear Student,

It is an utmost pleasure to welcome you to ACBT for your higher education with great success! I am as excited about your admission to ACBT as you are and really appreciate your life-changing decision to pursue studies with our dedicated academic and academic support staff.

ACBT is proud to offer you an excellent opportunity for earning a world-class degree qualification in collaboration with the Middlesex University London. We offer three Middlesex degrees in different modes which are tailor-made to strengthen the knowledge and skills needed to flourish in your career. The three Middlesex qualifications are:



1. BA (Hons) Business Management (Finance)
2. BA (Hons) International Business Administration
3. BSc (Hons) Information Technology & Business Information Systems

The design, assessment and quality assurance of these three degrees are completely under the purview of Middlesex University London. Hence, these degrees are completely Middlesex University qualifications and upon successful completion, you will receive a Middlesex University award. This international exposure and the worldwide recognition for your qualification will definitely become a stepping stone in your future careers. Beyond that, you will be well equipped with a vast array of knowledge & employability skills required for the competitive job market. University level education is in fact highly challenging but at the same time it is highly rewarding as well. It demands a great diligence to meet expected standards. Our aim is to transform your potential into success through a truly enjoyable learning experience. Accordingly, I take this opportunity to remind you to keep up regular attendance, punctuality and work harder & smarter throughout your academic journey for the successful completion of your qualification. Active participation in learning is a must and it is expected from everyone to succeed in your studies. Our academic staff members are well qualified in their particular field who create a friendly atmosphere in the teaching-learning process and are prepared to help you at any time. I hope you will enjoy all benefits offered to you and have a fulfilling learning experience during your studies at ACBT.

I am looking forward to seeing you as an active student in your studies at ACBT. It is my pleasure to helping you not only as the Dean of your degree programme but also as the Institutional Link Tutor of this ACBT – Middlesex University partnership and as a lecturer in your classroom for exceeding your academic expectations. I wish you all the very best in your studies!

Dr. Nisha Palagolla  
Associate Dean for UK Programmes  
ACBT, 32c, Dickmans Road, Colombo 05  
+94 117 699 499  
Nisha.Palagolla@acbt.lk

## Welcome from the PVC, Executive Dean, Faculty of Professional & Social Sciences of Middlesex University London

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I am delighted to welcome you to Middlesex University and in particular to the Business School. Middlesex University Business School has been a major provider of business, management and professionally accredited programmes, for over fifty years, with an impressive track record of working in partnership with public, private sector and international organisations.



The overall purpose of our programmes is to develop professionals who can manage ethically, sensitively and holistically in a range of organisations in an increasingly global and rapidly changing environment. Our graduates can be found in almost all walks of business, industrial, community and professional life.

Today our programmes are specifically designed to meet the needs of employers and the professions, but, more importantly, your needs as students. With this in mind, our programmes aim to develop your personal and professional knowledge, skills and competence in order to enable you to realise your full potential. Your programme will almost certainly include opportunities for practical application, and where appropriate recognised by the relevant professional bodies. As a University we provide you with a wide range of practical and pastoral support, including counselling and employability and careers services, a disability support service and money and welfare advice.

This programme handbook should be treated as our contract with you – keep it safely so that you can refer to it throughout your time here at Middlesex. It contains an overview of the framework of your programme and the content of its modules. It also signposts key contacts and information which you will need to progress your studies and to get the most out of your time with us.

From our side we will endeavour to deliver the best experience we can so that you can build on your skills and knowledge and realise your full potential. In return we expect you to engage actively in the learning process, to be fully committed to your studies and determined to succeed. In your early weeks, this includes reading through this handbook and consulting the other information sources flagged here. You are not expected to absorb everything in detail, but to be aware of the main resource documents and their contents. In particular, as an enrolled Middlesex student, you have certain rights but also specific responsibilities.

See the full University Regulations on <https://www.mdx.ac.uk/about-us/policies/university-regulations> in particular ‘University Membership’, and if you have not already done so, explore <http://unihub.mdx.ac.uk> the student portal, which contains detailed advice and support to assist you further.

I wish you well in your future studies and look forward to celebrating your success at your Graduation Ceremony.

Anna Kyprianou  
Dean and Pro Vice-Chancellor  
Middlesex University Business School  
+44 (0) 208 411 5753  
[a.kyprianou@mdx.ac.uk](mailto:a.kyprianou@mdx.ac.uk)

## Welcome from the Programme Leader of Middlesex University London

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I am Agnes Grondin and it gives me great pleasure to welcome you to the Business Management (Finance) programme at Middlesex University Business School. I hope that you will enjoy your time while studying here.

This handbook contains key programme information, such as the structure of the programme, the key people responsible for managing the programme, your responsibilities relating to the planning and progression of your studies, as well as general University information.



To ease your transition into University life, there is plenty of help to support you. You can speak to your personal tutor/counsellor or any other staff on the programme team, but also, do familiarise yourself with the different university support services available to you. The names and contact details of key responsible people for your programme are included in this handbook.

I hope you will find this handbook useful and that it will answer the majority of your questions. Should you need clarifications, or if you have any other queries, please feel free to contact us.

Agnes Grondin  
Programme Leader BA Business Management (Finance)  
Senior Lecturer in Accounting  
Accounting and Finance Department  
Room: W225, Williams Building  
Tel: 020 8411 4156  
Email: A.Grondin@mdx.ac.uk

## Academic Calendar

### A Brief Version

A detailed version of the academic calendars both Sri Lanka and UK can be accessed as follows:

MDX ACBT academic calendar: <https://www.acbt.lk/important-dates.html>

MDX UK academic calendar: <http://unihub.mdx.ac.uk/mdx/calendar/index.aspx>

### September 2020 Intake (Part/Full)

Year 1 (Level 4)		Learning Week (LW)	Important Events/Activities
<b>September 2020</b>	27 <sup>th</sup> Sunday	-	Freshers Orientation/Welcome
Sept/Oct 2020	27 <sup>th</sup> Sunday – 3 <sup>rd</sup> Saturday	1	Teaching Starts
<b>October 2020</b>	18 <sup>th</sup> Sunday – 24 <sup>th</sup> Saturday	4	Students' Current Programme Reality Check (REA)
<b>November 2020</b>	22 <sup>nd</sup> Sunday – 28 <sup>th</sup> Saturday	9	UG Students' Programme Progress Reviews (REV1)
<b>December 2020</b>	13 <sup>th</sup> Sunday – 19 <sup>th</sup> Saturday	12	Last Week of TERM 1
Dec '20/Jan '21	<b>20<sup>th</sup> December – 2<sup>nd</sup> January</b>		<b>CHRISTMAS VACATION</b>
<b>January 2021</b>	3 <sup>rd</sup> Sunday – 9 <sup>th</sup> Saturday	13	Teaching Starts for TERM 2
<b>February 2021</b>	7 <sup>th</sup> Sunday – 13 <sup>th</sup> Saturday	18	UG Students' Programme Progress Reviews (REV2)
<b>March 2021</b>	21 <sup>st</sup> Sunday – 27 <sup>th</sup> Saturday	24	Teaching Ends
March/April 2021	28 <sup>th</sup> March – 9 <sup>th</sup> April		Marking Coursework
<b>April 2021</b>	<b>10<sup>th</sup> Saturday – 18<sup>th</sup> Sunday</b>		<b>NEW YEAR VACATION</b>
April/May 2021	19 <sup>th</sup> April – 11 <sup>th</sup> May		Exams
<b>May 2021</b>	12 <sup>th</sup> Wednesday – 31 <sup>st</sup> Monday		Marking Exams
<b>June 2021</b>	4 <sup>th</sup> Friday		Submission of Module Marks – Deadline for Module Lecturers (before 5pm)
	<b>9<sup>th</sup> Wednesday</b>		<b>1<sup>st</sup> Tier (Module) Assessment Boards</b>
	14 <sup>th</sup> Monday		Publication of Module results
	21 <sup>st</sup> Monday & 22 <sup>nd</sup> Tuesday		2 <sup>nd</sup> Tier (Finalist) Assessment Boards (Finalist board for classes)
	25 <sup>th</sup> Friday		Publication of final results
<b>July 2021</b>	12 <sup>th</sup> Monday – 16 <sup>th</sup> Friday		Re-sit Exams
<b>Year 1 (Level 4) Learning Framework Term dates:</b>			
TERM 1: 27 <sup>th</sup> September 2020 – 19 <sup>th</sup> December 2020 (12 Learning Weeks)			
TERM 2: 3 <sup>rd</sup> January 2021 – 27 <sup>th</sup> March 2021 (12 Learning Weeks)			
<b>NB:</b> Year 2 (Level 5) Academic Calendar will be available on the 26 <sup>th</sup> September 2021			

# PART ONE: PROGRAMME DETAILS

## Your Programme Team

The following members of ACBT academic staff are those who have a major input into your programme. Your lecturers will direct your studies and ensure that you know what work you need to cover in any given module. You can seek advice from your teaching staff either during their office hours or by email. If you email a member of staff you should expect to hear back from them within 3 working days, except when on leave and the periods where ACBT is closed (e.g., Christmas and New Year Vacation).

### Lecture Panel: Level 4 (Year 1)

Module Code & Title	Lecturer	Email
FIN1212 Financial Concepts of Business	Mr. D.P. Nandana	nandanadissanayake@y7mail.com
MKT1122 Marketing Theory & Practice	Mr. Shazly Oowise	Shazly.oowise@gmail.com
MSO1740 Quantitative Methods for Business	Mr. Ruchira Perera	ruchirap@gmail.com
MGT1306 Management Concepts	Mr. Chanaka Karunasena	tv_chanaka@yahoo.com
HRM1306 People Management	Dr. Niluka Amarasinghe	Niluka72@hotmail.com

### Lecture Panel: Level 5 (Year 2)

Module Code & Title	Lecturer	Email
ACC2222 Accounting & Finance for Business	Dr. Sanjaya Jayasooriya	sanjayadj@yahoo.com
MGT2222 Operations Management	Mr. Anil Panagoda	anilpana@gmail.com
MGT2316 Business Environment	Mr. T.M. Jayasekera	tmj@slt.lk
BIS2018 Management Information Systems	Ms. Thanuja Siriwardane	Thanuja.nishadi@gmail.com
MGT2326 Principles of Innovation & Entrepreneurship	Mr. Prasanna Liyanage	prasanna@telsara.com
HRM2018 Organizational Behaviour	Mr. Janak Badugama	janaksb@gmail.com

### Lecture Panel: Level 6 (Year 3)

Module Code & Title	Lecturer	Email
ACC3155 Financial Statement Analysis & Valuation	Mr. Ruchira Perera	ruchirap@gmail.com
FIN3120 Business Finance	Mr. D.P. Nandana	nandanadissanayake@y7mail.com
MGT3324 Strategic Management	Dr. Sanjaya Jayasooriya	sanjayadj@yahoo.com
FIN3160 Investment Analysis	Mr. Wisura Weerathunga	wdweerathunga@gmail.com

## Office Feedback Hours

Please note that office hours will be advertised from the second week of October. Your module lecturer will usually announce their office hours in class and these will also be displayed on the MDX website and college notice board.

## Personal Tutors

You will be provided with the name and contact details of your Personal Tutor along with your programme timetable at the start of each academic year.

Personal Tutors act as a point of contact for you – and the role is designed to:

- Direct you to alternative support services;
- Help you consider the possibility of postgraduate studies and/or career opportunities;
- Help you to plan and review your academic progress;
- Help you understand what you need to do to obtain the award you want;
- Help you to settle into the University;
- Help you plan and review and support your personal and academic progress;
- Provide academic support to you in areas such as writing essays and reports, giving presentations and participating in academic discussions

## Support Team

ACBT Support Team	Member of Staff	Email
Chief Operating Officer (Centre Manager)	Mr. Krishan Senaratna	Krishan.Senaratna@acbt.lk
Quality Assurance Contact	Mr. Neville Ruwanpathirana	Neville.Ruwanpathirana@acbt.lk
Finance Officer	Ms. Chanuri Bopage	Chanuri.Bopage@acbt.lk
Admissions/ Student Registration Contact	Ms. Suzan Karunaratne	Suzan.Karunaratne@acbt.lk
Advertising Manager	Mr. Yasith Gamage	Yasith.Gamage@acbt.lk
Programme Coordinator/Graduation & Certificate Contact	Ms. Nirodha Nirmani	Nirodha.Nirmani@acbt.lk
Librarian	Mr. Dinesh Delankage	Dinesh.Delankage@acbt.lk
Data Protection Representative – Point of Contact	Mr. Sanjeeva Lokuge	Sanjeeva.Lokuge@acbt.lk

MDX London Support Team	Member of Staff	Email
Partnerships Manager	Mr. Benedikt Breuers	B.Breuers@mdx.ac.uk

Academic Partnerships Operations Team	Ms. Hayley Tustin	PartnerOps@mdx.ac.uk
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## Your Programme - BA (Hons) Business Management (Finance)

### Programme Structure

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This is a three-year full-time, or maximum of six year-part-time programme. For year one admission, Middlesex University general entry requirements apply, including GCSE's (grade A to C / score 9 to 4) (or equivalent) in mathematics and English language. Applicants whose first language is not English are required to achieve a minimum score of 6.0 in IELTS overall (with a minimum of 5.5 in each component) or an equivalent qualification recognised by Middlesex University. Specific programme entry requirements are 112 UCAS points or equivalent. We accredit prior experiential learning and welcome mature applicants with suitable life skills and work experience. Students not meeting the programme entry requirements may be eligible to join at year zero (level 3), the foundation year. For entry with advance standing to year 2 (or final year), candidates must have achieved both 120 credits at level four (or 240 credits with 120 credits at level five) and must have successfully met the relevant learning outcome and syllabus requirements of the programme.

The programme is divided into study units called modules and which are either 15 credits or 30 credits. The academic provision of the University is based on credit accumulation. Students accumulate credit points by passing modules in order to gain the award of the University. To gain a BA (Hons) degree title a student must gain 360 credits of which 120 must be at level six. Students study four modules (if each is of 30 credits) or more (when 15 credits modules are involved) to gain a total of 120 credits per year.

The first year comprises five compulsory modules (Three 30 credits modules and Two 15 credits modules). These modules are designed to bring all students to a standard level of academic competence – and provide the foundations in the skills and knowledge needed to pursue further specialised study in the management study.

In the second year, students also study six compulsory modules (Two 30 credits modules and Four 15 credits modules) building on knowledge acquired in first year modules, but also broadening knowledge into essential issues needed to study business organisations: the behaviour of people within organisations, the organisation of resources within organisations, the role of accounting within organisations and an understanding of the external environment in which business operates.

In the final year students will study three compulsory modules (30 credits each) designed to advance skills and knowledge appropriate to graduate level and building upon knowledge gained in the second year in topics fundamental to managerial decision-making: management strategy, managerial leadership and financial statement analysis. Students are also able to take an option, where further specialisation can occur.

**Please note that relying totally on teaching only would bring you great risk of failing the modules.**

## Your Modules

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### Level 4 (Year 1)

FIN1212 Financial Concepts of Business (30)	
MKT1122 Marketing Theory and Practice (30)	
MSO1740 Quantitative Methods for Business (30)	
<b>TERM 1</b>	<b>TERM 2</b>
MGT1306 Management Concepts (15)	HRM1306 People Management (15)

### Level 5 (Year 2)

ACC2222 Accounting and Finance for Business (30)	
MGT2222 Operations Management (30)	
<b>TERM 1</b>	<b>TERM 2</b>
MGT2316 Business Environment (15)	MGT2326 Principles of Innovation and Entrepreneurship (15)
BIS2018 Management Information Systems (15)	HRM2018 Organizational Behaviour (15)

### Level 6 (Year 3)

ACC3155 Financial Statement Analysis and Valuation (30)
FIN3120 Business Finance (30)
MGT3324 Strategic Management (30)
Optional Module (30)

You can find a list of the modules you are currently registered for within the MyLearning area on the My Study page of myUniHub; <https://myunihub.mdx.ac.uk/web/home-community/mystudy>.

When you click on any of the modules you will be able to access associated learning materials (e.g. lecture notes), reading lists, information on the learning aims and outcomes and assessment methods as well the schedule for assessment which will include deadlines for the submission of your assessment.

Announcements for any of your modules will also appear in My Learning on myUniHub so you should log in and check each module regularly.

### Optional Modules

One optional module is available only at level 6 and optional modules are not offered in every level. For making your choice on the optional module at level 6, you will be asked to make your choice during the previous academic year (level 5). Please note that if we have insufficient

numbers of students interested in an optional module, or there are staffing changes which affect the teaching, it may not be offered. If an optional module will not run, we will advise you after the module selection period when numbers are confirmed, or at the earliest time that the programme team make the decision not to run the module, and help you choose an alternative module. Please see pages 69-78 for optional modules at Level 6.

## **Module Handbooks**

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Each module has a module handbook. This is a great source of information as it contains the details of the module learning outcomes, the indicative content of the module as well as a teaching plan. It also includes details of the nature and timing of your assessment, together with containing a guide on what you will need to use to get the best from the module.

The Module Handbook for each module is available at:  
<https://myunihub.mdx.ac.uk/web/home-community/mystudy>.

## **Lecture Notes and Seminar Materials**

Lecture notes and seminar materials are published online in advance of each intake at:  
<https://myunihub.mdx.ac.uk/web/home-community/mystudy>.

Your lecturers will not provide you with a paper copy of the lecture notes or seminar materials.

## **Programme Specifications**

The programme specifications of BA (Hons) Business Management (Finance) can be found at:  
<https://www.mdx.ac.uk/courses/undergraduate/business-management-finance> (click on course content tab).

## **Programme Costs**

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The programme cost of BA (Hons) Business Management (Finance) is Rs. 1,350,000 (Rs. 450,000 per year). This amount includes only the tuition fees of the modules taught in each year/level. No any other programme-related costs (e.g. Library deposit, photocopying etc.) are covered by this tuition fees. ACBT has set up a number of flexible payment plans alongside attractive discount systems in order to help students with instalment basis payments. For more information, please contact your marketing/student counsellor.

## **Your Feedback Opportunities**

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Throughout your studies at Middlesex you will be given the opportunity to provide feedback on your programme. Details of all the opportunities available can be found on MyUniHub.

ACBT is committed to ensuring that students have involvement in both the academic and non-academic life of the institution. We believe that students who feel listened to and are able to influence actions and activities are more likely to be students who engage effectively with their course and are more likely to achieve improved outcomes. Your Programme Team is very happy to hear feedback on your student experience.

## **Student Voice Leaders**

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Student representatives, referred to as Student Voice Leaders (SVLs), are elected at the beginning of the academic year. Each year of every programme is represented by a Student Voice Leader – a student who is elected to work with students and academics to get feedback on what is good and what needs improving on your course. They represent you and make students' voices heard, collaborating with everyone at university to create the best possible student experience,

They ensure that the views of students on the programme are represented and attend meetings such as the Programme Voice Groups. They are also responsible for feeding back the outcomes of any meetings they attend. You do not need past experience to be a Student Voice Leader. You will have the opportunity to attend essential training for the role delivered by the Quality Assurance team. The role enables you to develop a number of transferrable skills (e.g. leadership, communication etc.) that can make you more employable at the end of your degree.

## Programme Voice Groups

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The Programme Voice Groups (PVGs) are one of the main formal channels of communication between staff and students. They are a forum in which students (through the Student Voice Leaders) and staff can constructively discuss areas of good practice as well as areas needing improvement, with the collective aim of enhancing the student experience. Students and Staff should both be given assurances they will not be penalised for raising issues at a PVG.

Programme Voice Groups occur each term and your Student Voice Leader will ask for programme feedback from you to report to staff at the pre-meeting to develop an agenda, for the issues to be addressed at the main meeting. You will also be given feedback from both staff and the Student Voice Leaders on the outcomes of the feedback.

The dates of the Programme Voice Groups for 2020/21 are: **To be confirmed**

Minutes and actions from previous Programme Voice Groups should be made available to you through myUniHub. Further guidance on the Programme Voice Groups can be found here: <https://unihub.mdx.ac.uk/your-middlesex/student-feedback/>

## Surveys

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Throughout your time at ACBT you will be asked to complete several surveys that request your feedback on your programme or modules. The aim of the surveys is to gather your feedback to make improvements to current and future cohorts of students, and enhance the quality of your experience. During your studies, you will be asked to complete the surveys listed below;

**Module Feedback** – Most students, at different stages in their programme, will be asked to complete a survey for each of their modules. These are short online surveys that usually take place in term two, and provide module leaders an opportunity to consider and implement your feedback to improve the modules available on your programme. You will be asked to complete module feedback surveys throughout your programme.

**Middlesex Student Survey (MSS)** – The MSS gives data on the student satisfaction of final year undergraduate students throughout their time at ACBT. This survey is completed by final year students, and asks questions based on your overall student experience on your programme. This survey is anonymous and is managed by Middlesex University's Academic Quality Officer. You will be asked to complete the survey in term 2 of your final year.

## How We Consider Your Feedback

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The feedback you give through your student voice leaders, through surveys and at PVGs meetings plays an important part in reviewing your programme during and at the end of the academic year. Some of the changes we have made to the programme and university have been a result of student feedback: <http://unihub.mdx.ac.uk/your-middlesex/your-middlesex-your-voice/your-middlesex-your-impact> .

## How Your Programme is Quality Assured

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You may have not heard the terms 'quality assurance', 'academic quality', 'academic standards' before and now you have you may think they have nothing to do with you, however these terms are important to you and your programme. Full details on how we do this can be found [here](#).

The QAA is an independent agency appointed by the UK Government to be responsible for upholding the academic quality and standards of all universities and colleges in the UK. The QAA produce the [UK Quality Code](#) which outlines the key expectations and practices placed on all UK Higher Education providers. In particular, there is specific guidance on how institutions should manage partnership arrangements, such as the programme you are now enrolled on. [Quality Assurance Agency for Higher Education \(QAA\) UK Quality Code, Advice and Guidance: Partnerships](#)

The QAA also review higher education providers (including Middlesex) to ensure that it is operating in line with the Quality Code and providing the best academic experience for its students. You can also learn more about Quality Assurance at: <http://www.qaa.ac.uk/quality-code>

## The Student Protection Plan

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One of the Middlesex University core values is 'We put students first'. We have a regulatory framework to support student continuation of study. **The Student Protection Plan covers an assessment of the range of risks to the continuation of study for our students, and the measures put in place to mitigate those risks**, arrangements for refund and compensation. Full details of the Student Protection Plan are available [here](#)

Further information on quality assurance and enhancement can be found here: <http://unihub.mdx.ac.uk/your-study/ensuring-quality>.

## Suggestions and Complaints

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We welcome your suggestions on how we might improve even when this takes the form of a complaint. If you have a suggestion or a complaint about any aspect of your learning experience, please raise it with the person concerned in the first instance. If you are not satisfied with the outcome you can progress the matter through informal and formal procedures.

If you have been unable to resolve your complaint or concern satisfactorily with the person/people involved, you should contact <Neville.Ruwanpathirana@acbt.lk>, our Quality

Assurance contact, who will attempt to resolve the issue for you. In the event of this being unsuccessful they will advise you on how to make a formal complaint.

The complaints and grievance procedures of ACBT must be followed and have been fully exhausted before you can follow the Middlesex University “Complaints in relation to collaborative partner institutions” which can be found in the Middlesex University regulations: [www.mdx.ac.uk/regulations](http://www.mdx.ac.uk/regulations).

# PART TWO : RESOURCES AND SUPPORT AVAILABLE

## Resources

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ACBT Students can access a range of resources both electronic and physical, support services and campus facilities to ensure a smooth academic and emotional transition to university level study. Students are encouraged to use the resources, support services and facilities provided and to contact the ACBT Student Services staff for advice and assistance as soon as the need arises. Students must respect the policies and rules for use of ACBT facilities. Students who disregard these policies and subsequent rules will be subject to disciplinary action.

ACBT has sufficient and appropriate physical resources for the current student numbers, which are well designed and managed at their best quality to serve institutional needs as defined in our vision and mission. As student numbers grow, additional resources will be provided. For any inquiry, please contact:

Admissions and Students Support Contact: Suzan.Karunaratne@acbt.ac.lk

## ACBT Website

The ACBT website <http://www.acbt.lk> is one of your primary sources of information which can be accessed on and off campus. This site publishes all the latest information, news and events you need to know and important regulations and policies that you should be aware of as a student of ACBT. However, some of the most important items are included in this handbook.

## Campus Building

All UK programmes (Pearson's HND and Middlesex programmes) of ACBT have been initially started in Colombo campus and will be delivered in Galle and Kandy campuses in due course. These UK programmes in ACBT Colombo campus are delivered at ACBT's new campus building in Colombo 05 (32c, Dickmans road, Colombo 5). This is a newly constructed brand-new building and perfectly suitable for a higher education institute. The building is sufficiently spacious, fully fledged with state-of-the-art facilities and amenities to create an effective teaching and learning atmosphere.

## Computing Labs

Students have access to state of the art, two advanced computer labs in the above said campus building. This computer lab throughout the week provides access to Microsoft Office applications, the Internet, multimedia applications and specialist software as required by students' individual modules.

The approximate capacity of the lab is 20 powerful computers. All computers provide 24/7 online access. All students are/will be issued with computer accounts in order to use the computer lab when it is free with no classes. For safety purposes, students are bound by the ACBT Computer Usage Policy as published on ACBT website <http://www.acbt.lk>.

The lab is open daily from 8.30 am to 7.30 pm Monday – Friday and 8.30 am – 5.00 pm on Saturday and Sundays. Any problems with computing facilities should be reported to:

Assistant IT officer <Namal.Guruge@acbt.lk>

## **Classrooms**

Our classrooms have the necessary infrastructure for the delivery of the modules and are adequate in number and size. All classrooms are fully air-conditioned and the classroom technology is impressive. Every classroom possesses a computer, multimedia, whiteboard, and Internet connectivity for creating a very effective teaching and learning experience.

## **Library**

Academic library of this campus provides ample support, services and information for your studies, with all essential up to date collection of selected text books and printed media related to the modules of study. All ACBT students have student IDs to access the Library. The libraries are academic libraries containing a large stock of books and journals for your studies.

All “essential” and some of the “recommended” text books shown in each Module Descriptor are available in the academic library for both lending and reference. Students are required to pay a refundable library deposit of Rs. 10,000/= in order to use the MDX library at ACBT Colombo 05. In addition, all students are allowed free access to our academic library at our main ACBT campus in Colombo 3 (on the Galle road). For any inquiry, you may contact:

Librarian: <Dinesh.Delankage@acbt.lk>

## **Bookstores – Off Site**

ACBT students can purchase their text books, reference books, course materials, stationeries from Makeen Books or Vijitha Yapa bookstores located on the Galle road and other prominent bookstores and stationers within close proximity to the ACBT.

## **Parking**

Our staff and students have sufficient parking spaces in the basement car park of ACBT. Additional off-site parking is available in the close proximity. Basement student parking facilities are available on “first come - first served” basis and at their own risk.

## **Print Center**

Students have access to photocopying facilities in the ACBT Print Centre. Students must comply with copyright regulations and where necessary pay the prescribed charges.

## **Cafeteria**

The Cafeteria is located on the 3<sup>rd</sup> floor of the College. Students can refresh at ACBT Cafeteria itself with the very calm and quite environment. The opening hours are: 8.30am – 5.00pm during weekdays and weekends. In addition to our on-site cafeteria, a vibrant mix of food choices and venues can be easily found off-site within a close reach to ACBT.

## Middlesex Student Portal – UniHub

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One of your primary sources of Middlesex information is the student website **UniHub**; <http://unihub.mdx.ac.uk> which can be accessed on and off campus. The site has the latest news and events from around the University along with important regulations and policies that you should be aware of. This website is your first port of call for all general Middlesex information although some of the most important items are included in this handbook.

The site also has a password protected section **myUniHub** (accessed from the UniHub home page). Here you can view personalised information on your studies such as your **grades**, **programme information** and **coursework** as well as undertake most administrative tasks such as **enrolling** and **updating personal details**.

### Login Details for myUniHub

Your login details to access the personalised areas of UniHub are:

- **Username:** Your IT User ID – this is the 5 or 6 digit code found on the reverse of your student ID card in the format *aannn* (where 'aa' are your initials and 'nnn' is a system generated number).
- **Initial password:** Your 9 digit student number (including the 'M') and the first three characters of your birth month, e.g. M12345678nov. When you first log in you will be prompted to change your password to something more memorable (you should have already done this).

Your IT User ID and your student number will be provided to you by ACBT. If you have any problems accessing myUniHub please contact UniHelp: <http://unihub.mdx.ac.uk/unihelp>.

## Student Email

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You have your own Middlesex email address which is how members of staff from the University will contact you so it is important that you check your account regularly. If you prefer, you can set up your university email account to forward all new messages to another email address. The student email '[How To](#)' guide gives details on how to do this: <http://unihub.mdx.ac.uk/study/library/help/guides/index.aspx> Your Middlesex email address is your IT User ID and is in the form *aannn@live.mdx.ac.uk* where ('aa' are your initials and 'nnn' is a system generated number). Your IT user ID will be provided to you when you start the programme by ACBT. You can access your email by logging into UniHub and going to the My Middlesex page: <https://myunihub.mdx.ac.uk/web/home-community/mymiddlesex>.

In case of any problems with your Middlesex email please contact UniHelp: <http://unihub.mdx.ac.uk/unihelp>.

## Your Contact and Personal Details

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It is very important that you keep us informed of any changes to your personal contact details and of your emergency contact at all times. You can view and change what we currently have recorded for you on the Admin and Finances page of myUniHub: <https://myunihub.mdx.ac.uk/web/home-community/myadminandfinances>

**Please note that you cannot change your name online.** This has to be done in person at ACBT with official supporting documentation (marriage certificate, passport etc).

## **Student Support Services**

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### **Counselling**

ACBT student counselors and other staff are committed to providing support and advise to help you reach your full potential while studying at ACBT. We keep in touch and assist students' study or personal issues, academic assistance, accommodation difficulties, family matters, attendance issues and home-sickness etc. If you are in need of any support at any juncture of your stay at ACBT, you may please contact: Rochelle.Kelaart@acbt.lk

### **Accommodation**

There are plenty of decent accommodation options around ACBT in Colombo, Kandy, Galle and its suburbs to suit our individual student requirements. In addition, our staff can facilitate your accommodation needs from a range of Home-stay options and can also assist you by offering advice on other options such as renting out apartments or houses. Also, a popular accommodation option available to overseas students studying in Sri Lanka which provides you with an opportunity to live with a Sri Lankan family, and adapt to the host country's culture and practices faster. It not only provides you with decent and comfortable accommodation but also a chance to experience a warm and caring family environment. A student selecting 'Home-stay' accommodation will be expected to spend US \$300 upwards per month including meals.

Renting a separate apartment or house is a convenient option as there are many apartments/houses located within the close proximity and suburbs of our three campuses. These are usually offered on long term basis of one year or more. Most apartments offer decent living with facilities such as 2-3 bedrooms, attached toilets, kitchen, living and study areas and secure living conditions. Expect to spend \$300 upwards for an apartment excluding meals.

### **Sports and Recreation**

ACBT has a range of special interest and recreation clubs and activities on campus, facilitated by the ACBT Student Council. Sports clubs include Cricket, Rugby, Basketball, Football, etc.

- Sports activities- Basketball, Cricket, Rugby etc.
- Societies – Student Council, Rotaract club which organize various recreation activities (get-togethers, charity projects, CSR projects, career development programs etc.)

### **Routine Cleaning Service**

We have fully committed routine cleaning staff on each site who keep entire building clean and fresh for healthy living during your stay with ACBT.

### **Lost Property**

Lost property enquiries should be directed to ACBT Reception. Unclaimed property will be disposed after three (3) months.

## **Medical Care**

In the circumstances of requiring urgent medical care and it is not possible to contact the student's parent/ guardian, the College is authorized as a matter of urgency to seek and provide appropriate medical care.

## **Security**

A well-trained security service is employed within the ACBT premises. All staff and students are well advised periodically about safety management in case of emergency. All buildings and classrooms are protected with CCTV cameras.

## **Prompt Communication**

We respect our staff and students' convenience with on-time delivery of information. For which, we have several well-run systems. Our main system is ACBT website, student emails and portal which deliver up-to-date information. In addition, we have separate notice boards for our students and staff to communicate messages, inform updates, and overall keep in touch with them.

## **Disability and Dyslexia Support**

ACBT is committed to providing an inclusive teaching and learning environment throughout the studies of students experiencing diverse disabilities and/or any issues that require(s) especial attention to help them achieve learning outcomes. A range of support we offer for the students with different disabilities are as follows:

- Receiving lecture materials in the appropriate format (e.g. audio recorded lectures)
- Receiving extra time in examinations/in-class tests
- Receiving extensions as appropriate for coursework submissions
- Receiving longer lending times for library books
- Receiving extra consultation on your request
- Receiving personal counsellor throughout your studies for necessary support

## **Additional Services**

ACBT will provide an additional service of arranging students Photo's for ID cards. A nominal administrative charge will be levied for this facility. For this purpose, you may contact your Student Support Contact through Rochelle Kelaart <Rochelle.Kelaart@acbt.lk>

## Academic Support

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### Academic Staff and Personal Tutors

Each module is assigned a team of lecturers (based on the number of students) who will deliver your tuition and learning. Your lecturers will direct your studies and ensure that you know what work you need to cover in any given module. Your lecturers are the best source of support for subject related queries both inside and outside of taught sessions.

Each module requires a set of assignments to be submitted on given deadlines as designed by the Middlesex University London. A Personal Tutor will be nominated to each student for necessary assignment support during studies. Personal Tutor acts as a point of contact for you and will help you mainly to your learning and assessments where necessary in numerous ways.

### Academic Research Conference and Journal

The aim of our annual academic research conference and Research Journal is to support our students to publish their research work and improve and update their knowledge in their respective discipline by actively participating with the productive discussions. Your research papers can be submitted to the Annual Academic Research Conference or directly to the Research Journal and based on the quality of the papers, you will be getting the valuable opportunity to present and publish them. We are currently very proud to note that our Academic Research Conference/symposia has been gradually creating an impressive research culture among our students that in turn has been a great support for their interdisciplinary learning.

### Link Tutors

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As stated on the front of this handbook the link tutor at ACBT for this programme is Nisha Palagolla and the link tutor at Middlesex University is Hong Woo for BA (Hons) Business Management (Finance).

Both tutors at ACBT and Middlesex University are jointly responsible for ensuring the programme is delivered according to the arrangements agreed when it was approved. Both link tutors attend the Programme Voice Group meetings where they hear the views of students on the programme, however you can contact either if you have a query or suggestion. Their contact details are as follows.

#### **Nisha Palagolla**

ACBT, 32c, Dickmans Road  
Colombo 05, Sri Lanka  
Telephone: +94 117 699 499  
Email: Nisha.Palagolla@acbt.lk

#### **Hong Woo**

Middlesex University  
Hendon London, NW4 4BT  
Telephone: +44 (0)20 8411 5846  
Email: H.Woo@mdx.ac.uk

## Career Guidance

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ACBT is committed to supporting you to develop your employability skills and career opportunities by means of our internal and industrial resource personnel. Our Career Guidance Coordinator for ACBT is available to provide you with career guidance support to develop a key set of employability skills in areas such as teamwork, self-assessment & management,

business and customer awareness, business communications and negotiations, data analysis and effective decision making, global business technologies, and application literacy.

Limited internship opportunities can be arranged for those who wish to join based on the current industrial contacts available. Please note that internship is not part of the programme and are only available to so that you can gain some valuable work experience. Internship places are not guaranteed and it depends on availability and employer selection. Your career guidance coordinator can advise you how to source, apply, and secure a placement and internship in your chosen segment of employment. For any inquiry or any support, please contact:

Career Guidance Coordinator: <Rajantha.Dissanayake@acbt.lk>

## **Middlesex library**

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Even though you do not attend on a Middlesex University campus you still have access to resources and services provided by the University. A Library Subject Guide for your programme is available detailing the specific resources available to you. Your online reading lists can be accessed from the My Study area of myUniHub. They highlight essential and recommended reading for all modules you are registered on.

## PART THREE: UNIVERSITY POLICIES YOU SHOULD KNOW

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The University regulations can be found here: <http://www.mdx.ac.uk/about-us/policies/university-regulations>

### Assessment

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The learning, teaching and assessment approaches used throughout your programme will encourage you to be actively involved in your learning and to co-operate with other students. We aim to give your prompt feedback on your learning as well as opportunities to reflect upon and learn from that feedback.

### Learning and Teaching Methods

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You will be actively involved in a range of learning, teaching and assessment approaches as part of your programme. Such active approaches aim to put you at the centre of your learning so you are involved and engaged in all aspects of your assessment and learning. Your programme will require your active participation in learning activities and engagement with your fellow students both individually and collaboratively, working and learning with other students as part of a small group. Learning activities may also occur both within and outside the classroom.

Your learning will also be supported by technology. Increasingly your lecturers will be using existing and emerging learning technologies to engage you in e-learning activities. Your programme will be facilitated using a variety of media and online tools (My Learning on UniHub, podcasts, wikis, etc) which will allow you flexible access to a diverse range of online resources, quizzes and learning materials as well as collaborative tools with which you can engage and learn with your peers. Not confined by the time and space associated with traditional teaching methods you may take part in online discussions and learning activities from wherever you are studying. Your lecturers and advisors will provide any support you may need whilst learning online.

By engaging with e-learning you will also be developing skills which are essential for your learning and are also highly valued by employers. These include but are not limited to: working flexibly, communication, understanding of IT, team working and creating shared understandings based on quality resources and access to global expertise.

### Assessment Methods

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Assessment is an integral part of learning and you may hear it referred to as **formative** or **summative**.

**Formative Assessment** is designed to give you feedback on your performance and how it can be improved. As a result, you will get detailed feedback on formative assessment but not a grade. Formative assessment is an important part of the learning process and has been shown to help students improve both their grades and their learning styles.

**Summative Assessment** is designed to measure the extent to which you have achieved the learning outcomes of a module and therefore the grade you will be awarded. Learning outcomes are the specific skills and knowledge that you are expected to demonstrate as a result of taking a module. Summative assessment will assess achievement of all learning outcomes in a secure, fair and accurate manner and on BA (Hons) Business Management (Finance) this will mainly comprise of tests, reports, essays and presentations.

**Self, Peer, Group Assessment** approaches may also involve in your assessments during studies. For example, you may be asked to self-assess your own work, indicating where you feel you have clearly demonstrated your understanding and also identifying areas where can see you have room to improve. Assessment may also be a peer process where students, individually or as groups, offer feedback on one another's work. Group assessment may also be part of your programme where part of the assessment requires you to demonstrate your ability to work as part of a group and possibly receive a group mark.

**Please see the module narratives at the end of this handbook or your module handbooks for more information about the specific learning arrangements for your modules.**

### Assessment Schedule

Year/ Level	Module Code	Elements of Coursework			
		CW1	CW2	CW3	CW4
Year 1 Level 4	FIN1212	Group Report 20%	Online Tests 80%		
	MKT1122	Individual Presentation 30%	Group Report 30%	Individual Test 40%	
	MSO1740	In-Class Test 30%	In-Class Test 30%	In-Class Test 40%	
	MGT1130	Individual Report 60%	In-Class Test 40%		
	HRM1306	Group Presentation 40%	In-Class Test 60%		
Year 2 Level 5	ACC2222	Online Tests 10%	Mock Tests 16%	Group Assignment 34%	Unseen Examination 50%
	MGT2222	Portfolio 40%	In-Class Test 30%	In-Class Test 30%	
	MGT2316	Group Report 40%	In-Class Test 60%		
	BIS2018	Group Report 50%	Group Presentation 25%	SOBs – 25%	
	MGT2326	Individual Essay 30%	Individual Essay 70%		
	HRM2018	Individual Essay 100%			
Year 3 Level 6	ACC3155	Group Presentation 10%	Group Report 40%	Unseen Examination 50%	
	FIN3120	Group Presentation & Report 30%	Individual Test 10%	Individual Test 10%	Unseen Examination 50%
	MGT3324	Unseen Examination 40%	Workshop Participation 30%	Group Report 30%	
	FIN3160	Individual Report 60%	Unseen Examination 40%		

## **Submission, Receipt, Marking and Return of Assessment**

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### **Submission and Receipt of Assessment**

You will find all the deadlines for your assessment (both formative and summative) in your individual module handbooks.

Your Module Handbooks have the precise details of when and how to submit your coursework electronically via Turnitin. Please refer to these and contact your module lecturer if you have any queries.

Further information on coursework submission can also be found on myUniHub:  
<https://unihub.mdx.ac.uk/your-study/assessment-and-regulations/coursework>

### **Exams**

[Information about exams](#), including the timetable and advice on preparing and revising is available on UniHub; [unihub.mdx.ac.uk/study/exams](https://unihub.mdx.ac.uk/study/exams)

**Past exam papers**, if available, can be accessed via the [My Study](#) area of UniHub: <https://myunihub.mdx.ac.uk/web/home-community/mystudy>. Ask module lecturers about how to access past exams papers where applicable.

If you are concerned about your exams then please contact your module lecturer or Personal Tutor.

### **Marking, Second Marking and Moderation**

In line with the university regulations section M Code of Assessment Practice minimum requirements all programmes shall, at the very least, operate a system of moderation for assessed work. The precise forms of moderation, e.g. sampling, double-marking, Vivas, etc. shall be stated in the programme handbook. This may vary from programme to programme. All modules for that programme shall adopt and implement the same policy. Policy may vary at different levels within a programme. A minimum of 10% of all coursework and examinations should be moderated. All coursework and examinations which are failed work will be second marked. For modules in which the assessment grade is derived from a combination of coursework and examination, specific moderation arrangements to consider all borderline and fail candidates shall be determined by the Programme Team and included in the Programme Handbook.

**In order to pass each module students must attempt all assessed work and achieve a minimum of 40% overall.**

### **Return of Coursework**

**You are expected to keep a copy of all your coursework and it should be kept somewhere safe** (for example on a memory stick). As the marked copy of your work is not normally returned to you it is important you keep a copy so you can understand the feedback you get properly.

**Exam scripts are not returned to any student** however you can obtain feedback on exam performance by contacting your module lecturer.

## External Examiners

External Examiners are one way we assure the academic quality of your programme. They are subject experts who help assure that your Middlesex award is comparable to that at other UK universities by reviewing the programme curriculum, the assessment and the learning resources. Among other things they approve all exam papers before they are taken, attend the assessment board and write a report at the end of the year. You can obtain a copy of this report by contacting the Programme Leader.

The appeal and complaints systems exist to allow you to express any concerns you have, including the marks you have been given for your performance.

You can read more about the role of [External Examiners](http://unihub.mdx.ac.uk/your-study/ensuring-quality/external-examiners) on UniHub:  
<http://unihub.mdx.ac.uk/your-study/ensuring-quality/external-examiners>

## Assessment Feedback

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Feedback on your assessment (both formative and summative) provides the opportunity for you to reflect and to use the feedback as the basis for learning and to improve your work.

**Feedback can take many forms and may be informal.** For example, it may be given and discussed orally in the classroom, or it may be more formal and delivered in written or audio form from academic staff or fellow students. Understanding your feedback is very important and to achieve this you are encouraged to discuss feedback with your peers and academic staff.

Receiving feedback on your work is an essential and important part of learning and so we provide regular opportunities for **formative assessment**, the purpose of which is to get detailed feedback on your performance so you get a regular update on how you are developing and to prepare you for any summative assessment.

Feedback on summative assessment will be offered in a variety of forms and all your work will be marked and moderated in line with the Code of Assessment Practice which can be found in section M of the University Regulations: [mdx.ac.uk/regulations](http://mdx.ac.uk/regulations)

**You will normally be provided with feedback within 15 working days of the published submission date.**

## Your Grades

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Your **module handbooks** will give information on how the marks for different items of summative assessment are combined to give your final grade. Also by looking at the **Grade Criteria** you can understand what standard your work must be to achieve the different grades. The Grade Criteria can be found in Section M of the Regulations [mdx.ac.uk/regulations](http://mdx.ac.uk/regulations)

The University has a 1-20 grading scale, **with grade 1 being the highest grade and 20 the lowest, 16 is the minimum required to achieve a pass** as illustrated in the chart below. However, it is important to note that all the individual components of summative assessment will be marked on the percentages first. Once all the components are graded on the percentages the overall percentages will be converted to the MDX grades.

Grade	Class of Honours Degree
1-4	First
5-8	Upper second (2:1)
9-12	Lower second (2:2)
13-16	Third
17	Fail Compensation not allowed
18	Fail Compensation not allowed
19	Fail Compensation not allowed
20	Fail - Incorporating failure to participate in assessment necessary to achieve all learning outcomes. Compensation not allowed

**Further administrative grades** are also used to indicate re-assessment, deferrals and academic misconduct etc. The full scale can be found in the Assessment Regulations section in the Your Study area of UniHub: <http://unihub.mdx.ac.uk/study/assess/results>

## Results Confirmation

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At the end of each academic year, module grades are considered and confirmed by an Assessment Board. Following the Board, individual results and your progression status will be released after the point, and will be made available in the My Study area on MyUniHub: <https://myunihub.mdx.ac.uk/web/home-community/mystudy>

If any of your results are provisional they will be labelled as such. Further information on your results and assessment can be found in the University Guide, under the Your Study area of MyUniHub. Further details can also be found in the University regulations.

## Certificate and Diploma Information- Details about Institution etc.

When you graduate your final qualification certificate will be issued by Middlesex University and will have details of your qualification and include “in collaboration with ACBT”.

**Your certificate will be sent to ACBT by Middlesex within 2 months of the date your qualification is awarded** (usually the Assessment Board date). Once it has arrived it will then be forwarded to you at the address we hold for you. It is therefore very important that you keep us informed of your address details if they change at any point.

All students are issued with a diploma supplement verified by Middlesex University which will state ACBT as the institution where you studied. Your diploma supplement will include the modules you have taken, grades achieved and state your qualification with the classification and title but additionally it will also contain information on the nature, level, context, content and status of your studies undertaken and successfully completed. Diploma supplements are intended to help external parties such as employers or other higher education providers understand more about your programme in addition to your grades.

## Academic Misconduct

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You should be aware of the University academic misconduct policies and procedures. Taking unfair advantage over other students in assessment is considered a serious offence by the University. Action will be taken against any student who contravenes the regulations through negligence, foolishness or deliberate intent. Academic misconduct is a corrosive force in the academic life of the University; it jeopardises the quality of education and devalues the degrees and qualifications of the University. Academic misconduct takes several forms, in particular:

- **Plagiarism** – using extensive unacknowledged quotations from, or direct copying of, another person's work and presenting it for assessment as if it were your own effort. This includes the use of 3rd party essay writing services.
- **Collusion** – working together with other students (without the lecturers' permission), and presenting similar or identical work for assessment.
- **Infringement of Exam Room Rules** – Communication with another candidate, taking notes to your table in the exam room and/or referring to notes during the examination.
- **Self-Plagiarism** – including any material which is identical or substantially similar to material that has already been submitted by you for another assessment in the University or elsewhere.

### Penalties

Other examples of academic misconduct and the penalties for proven academic misconduct can be found in section F of the University Regulations at: [http://www.mdx.ac.uk/about-us/policies/university-regulations?\\_ga=1.243882241.527797569.1465207702](http://www.mdx.ac.uk/about-us/policies/university-regulations?_ga=1.243882241.527797569.1465207702)

### Examination Regulations

You should ensure that you are familiar with the examination regulations to know what is expected of you. Details of the examinations can be found here: <http://unihub.mdx.ac.uk/study/exams/regs/index.aspx>

### Student Complaints and Appeals

All students are able to appeal against the decisions of assessment board and outcomes of academic misconduct cases. They should be directed to the regulations for appeals which are set out in Section G of the university regulations: <http://www.mdx.ac.uk/aboutus/strategy/regulations/index.aspx>.

Further information on appeals can be found on UniHub: <http://unihub.mdx.ac.uk/study/assess/appeals/index.aspx>.

Advice on making an appeal is also given by the Students' Union: <http://www.mdxsu.com/top-navigation/advice/advice-and-support>.

Information on making a complaint on UniHub: <http://unihub.mdx.ac.uk/mdx/feedback/complaint/index.aspx>

## Extenuating Circumstances

If there are exceptional circumstances, which through no fault of your own are preventing you from completing all or some of your assessment or you are concerned that these personal circumstances (e.g. ill health) might affect your performance in assessment, then you may want to submit an extenuating circumstances form to the University. Please read the information on extenuating circumstances in the Assessment and Regulations section of the Your Study area on UniHub before you consider applying

<https://unihub.mdx.ac.uk/study/assessment>

Your circumstances will be assessed by the Faculty's Assessment Officer. They will make a recommendation in regard to the assistance we can provide you with, for example they may:

- grant permission for a short extension to the relevant assessment deadline
- grant permission for a deferral of the relevant assessment to the next available opportunity
- ask the assessment board to consider your circumstances when determining your progression or final classification.

It should be noted that this process **cannot be used to change the grade of a module.**

These requests should be submitted online via myUniHub and before the assessment deadline. You will need to complete the relevant form and attach supporting documentation, e.g. medical certificates. The form is available from the Admin and Finances section (located within the forms and letters portlet) of myUniHub: <https://myunihub.mdx.ac.uk/web/home-community/myadminandfinances>.

If you have any questions about extenuating circumstances please contact the Dean of UK Programmes for ACBT.

If you have difficulties accessing myUniHub after an extenuating circumstances request, please contact UniHelp on: <http://unihub.mdx.ac.uk/unihelp>.

## Attendance

Middlesex University is keen to support all students to help enhance their academic potential. One of the ways we can do this is by monitoring attendance which will allow us to work with you to resolve issues that may prevent you from attending.

Studies have shown that a good attendance record has a positive impact on performance and therefore is an important factor in helping you to fulfil your academic potential. If your attendance is unsatisfactory, we will review your complete record.

If you experience difficulties beyond your control, which prevent you attending, you should notify your tutor who may be able to offer support and guidance. The University Regulations (C2.1) state every student must attend those teaching sessions specified in the regulations governing the module/programme.

### Things You Should Know about Attendance

Your punctuality and attendance are important, not just for you but for your cohort and peers. If you are frequently late or your attendance falls below the required amount specified in your programme handbook your record will be reviewed.

- It is your responsibility to ensure your attendance is recorded and as a professional courtesy you should let your lecturer know if you are going to be, or have been absent.
- If you consistently miss sessions you will be contacted by your lecturers at the very initial stage and then the Associate Dean for UK Programmes <Nisha.Palagolla@acbt.lk>.

### **Policy on Late Arrival**

The individual module handbooks specify whether there is a policy on late arrival. Please read them carefully. Failure to adhere to specific module policies may impair your ability to complete the required elements of the module.

## **Personal Evacuation Plans**

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If you have specific long or short-term disabilities, it may be that you will require a specific plan to be agreed and in place so that you can evacuate, or be evacuated from campus buildings safely during an emergency. If you think you need to discuss an evacuation plan, please contact your marketing/student counsellor in the first instance. Otherwise, if you are registered as disabled, you should independently be contacted by the college student support services early in the new term to agree an emergency plan. Please contact: Suzan.Karunaratne@acbt.lk

# APPENDIX A1 CURRICULUM MAP FOR BA (HONS) BUSINESS MANAGEMENT (FINANCE)

This section shows the highest level at which programme outcomes are to be achieved by all graduates, and maps programme learning outcomes against the modules in which they are assessed.

## Programme Learning Outcomes

<b>Knowledge and Understanding</b>	
A1	characteristics, functions and structures of organisations and their integration;
A2	theories, processes and models of HR, accounting & finance, marketing, and operations and their role in effective management of a business;
A3	global business environment and its impact on strategy, behaviour and management of organisations;
A4	tools and techniques for business decision making;
A5	the management and applications of information systems and digital technologies and their impact on organisations and business models;
A6	social responsibility, ethical behaviour, sustainability and innovation in contemporary business decisions and activities;
A7	the role and nature of finance in organisations and society.
<b>Skills</b>	
B1	critically evaluate theories, issues, models, arguments and evidence in the field of business and management;
B2	use technology to acquire, analyse and communicate information;
B3	critically analyse facts and circumstances to determine the cause of a problem and identify, develop and select appropriate solutions;
B4	communicate effectively through a variety of medium in a form appropriate to the intended audience;
B5	locate, extract, analyse and synthesise information from multiple sources, and generate and develop ideas;
B6	apply management concepts, models, theories and techniques in a business context;
B7	work effectively both independently and within a team;
B8	interpret business reports and evaluate performance.

Programme Outcomes														
A1	A2	A3	A4	A5	A6	A7	B1	B2	B3	B4	B5	B6	B7	B8
Highest level achieved by all graduates														
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6

Module Title (Core Modules Only)	Module Code by Level																
		A1	A2	A3	A4	A5	A6	A7	A8	B1	B2	B3	B4	B5	B6	B7	B8
<b>Level 4</b>																	
Financial Concepts of Business	FIN1212		✓		✓	✓		✓			✓		✓	✓	✓		✓
Marketing Theory & Practice	MKT1122		✓		✓		✓					✓		✓	✓	✓	
Quantitative Methods for Business	MSO1740				✓	✓				✓	✓	✓					
Management Concepts	MGT1306	✓	✓	✓			✓					✓		✓			
People Management	HRM1306	✓	✓		✓							✓		✓	✓		
<b>Level 5</b>																	
Accounting & Finance for Business	ACC2222	✓	✓		✓	✓		✓			✓		✓	✓		✓	✓
Operations Management	MGT2222		✓		✓	✓					✓	✓			✓	✓	
Business Environment	MGT2316	✓		✓	✓	✓					✓	✓	✓	✓			
Management Information Systems	BIS2018					✓				✓			✓				
Principles of Innovation & Entrepreneurship	MGT2326	✓					✓			✓				✓	✓		
Organizational Behaviour	HRM2018	✓	✓	✓						✓					✓		
<b>Level 6</b>																	
Financial Statement Analysis & Valuation	ACC3155	✓	✓		✓			✓			✓	✓	✓	✓		✓	✓
Business Finance	FIN3120	✓	✓		✓			✓			✓	✓	✓	✓		✓	✓
Strategic Management	MGT3324	✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	

## APPENDIX A2: Summative Assessment Schedule (Core modules only)

Core Module	Week																								Coursework Deadline	Exam period
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24		
<b>Level 4</b>																										
FIN1212						O 20						O 20					O 20						O 20	GC 20		
MKT1122							C 30																GC 30			O 40
MSO1740								T 30							T 30											T 40
MGT1306									C 60			T 40														
HRM1306																					GP 25	C 15			T 60	
<b>Level 5</b>																										
ACC2222*															GC 34			T 3					T 3			E 50
MGT2222							C 10						T 30	C 10						C 10					T 30	C 10
MGT2316								GC 40				T 60														
BIS2018**											GP 25	GC 50														
MGT2326																		C 30							C 70	
HRM2018																										C 100
<b>Level 6</b>																										
ACC3155											P 10				GC 40											E 50
FIN3120												T 10							GC 30					T 10		E 50
MGT3324***																								GC 30		E 40

## **APPENDIX A3: MODULE NARRATIVES**

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In this section, you will find details of all the modules associated with your programme so that you can see what is involved in your programme and make any choices over option modules (if applicable).

The narratives were correct at the time this handbook went to print but details change over time and therefore you should always refer to the latest version available on the My Study area of myUniHub: <https://myunihub.mdx.ac.uk/web/home-community/mystudy>

Your online reading lists can be accessed from the My Study area of myUniHub. They highlight essential and recommended reading for all modules you are registered on.

<b>Module Code</b>	FIN1212
<b>Module Title</b>	Financial Concepts of Business
<b>Level</b>	4
<b>Credit</b>	30
<b>Start Term</b>	September 2020
<b>Subject</b>	Accounting
<b>Module Leader</b>	Agnes Grondin

## Aims

This module aims to develop the financial understanding and knowledge of students within business organisations so as to enable them to make effective decisions and to assess the cost, economic and financial implications of these decisions. It aims to provide an understanding of the fundamental roles of accounting and finance for business students who do not need to develop specialist knowledge as well as to provide an understanding of key economic principles that inform business thought and practice.

## Learning Outcomes

On completion of this module, the successful student will be able to:

1. Explain the nature and use of accounting information;
2. Describe the elements and components of financial statements;
3. Prepare simple financial statements, namely income statement, statement of financial position and statement of cash flows;
4. Explain various types of cost accounting information for planning, decision-making and controlling purposes;
5. Describe the key concepts of microeconomics and macroeconomics;
6. Define microeconomic and macroeconomic problems related to business;
7. Demonstrate ability to work collaboratively to produce clear and structured business reports.

## Syllabus

The following areas of study are covered in this module:

- Understanding and preparing financial statements
- Role of management accounting in business
- Break even analysis
- Cash budget
- The subject matter of economic agents, the role of information
- Supply and demand analysis
- Demand elasticity
- Fiscal policy
- Money, inflation and monetary policy

## Learning, Teaching and Assessment Strategies

A blended learning approach is used when delivering weekly lectures and seminars. The lectures will impart knowledge and emphasise important areas. Live interactive audience participation tools will be used in lectures to gauge students' comprehension, and as a platform to enhance engagement during lectures. Seminars will be based on the flipped classroom concept: students will be required to review recorded lectures before coming to the session, and class time will be spent engaging in a number of small activities designed to foster deep learning and develop students' knowledge and skills related to issues raised in lectures. The seminar classes will also be used for report preparation. Students are expected to prepare for the lecture and seminar sessions by completing their reading and attempting the seminar activities before attending classes.

## **Assessment Scheme**

### *Formative Assessment:*

Formative assessment consists of online practice questions, feedback during seminars, one-to-one tutor and student contact during tutor's office hour and feedback on draft assignment.

### *Summative Assessment:*

The summative assessment consists of two components selected in order to ensure students demonstrate an overall understanding of relevant concepts and techniques as well as the ability to apply them in appropriate contexts.

#### Component 1: Group Coursework (20%)

Using relevant software, students work in groups to undertake a small research project and submit their work in a report format. This will address learning Outcomes 1 to 7 (Week 24).

#### Component 2: Individual Coursework (80%)

Students complete a series of online tests, in the form of multiple-choice questions on different topics throughout the year. This will address learning Outcomes 1 to 6 (Week 6, 12, 17 and 23).

To pass this module, students must achieve a minimum of 30% in each component of assessment and a minimum of 40% in total.

## **Assessment Weighting**

Coursework 100%

## **Learning Materials**

Your online reading lists can be accessed from the My Study area of UniHub. They highlight essential and recommended reading for all modules you are registered on.

## **Total Notional Learning Hours**

300 Hours

<b>Module Code</b>	HRM1306
<b>Module Title</b>	People Management
<b>Level</b>	4
<b>Credit</b>	15
<b>Start Term</b>	September 2020
<b>Subject</b>	Human Resource Management
<b>Module Leader</b>	Satkeen Azizzadeh

### **Aims**

The aim of this module is to develop students understanding of how people in organisations interact. It will introduce various people management concepts and human resource processes and practices. Students will develop the ability to compare and contrast a variety of organisational psychology and sociological theories and their application in the management of people.

### **Learning Outcomes**

On completion of this module, the successful student will be able to:

1. Identify the key internal variables impacting upon organisations' work (e.g. motivation, personality), and be aware of how theory links to practical outcomes associated with the management of people in organisations;
2. Describe major functions of human resource management such as the processes of resourcing, reward, training and development, managing employment relations and complying to employment legislation;
3. Compare and contrast different styles of leadership at the workplace;
4. Apply research skills to collect and analyse information/data to support a persuasive argument.

### **Syllabus**

- Managing groups and teams at work: team roles, informal vs. formal groups, physical vs. virtual teams;
- Managing Individuals (Personality and Learning): theories of personality, theories of learning, implications of personality and learning at work;
- Introduction to Leadership theories: trait theories of leadership, contingency theories of leadership, toxic leadership, leadership vs. management;
- Managing Motivation at work: content and process theories of motivation, managerial implications of managing motivation at work;
- Managing Diversity at work: importance of respect at the workplace, inclusivity activities at the workplace;
- Human Resource Management Practices and Processes: resourcing, rewarding, employee relations, introduction to employment law.

## **Learning, Teaching and Assessment Strategy**

This module will employ a variety of learning and teaching methods. Formal didactic workshops will provide students with an introduction to theories and processes. In addition, tutor directed student discussions and activities will promote students' awareness of the link between theory and practice and will provide opportunities for formative feedback. The module's on-line environment will contain all workshop slides and any additional learning material required for this module.

### **Assessment Scheme**

#### *Formative Assessment:*

The formative assessment consists of online practice questions, discussions and feedback during the seminar sessions, in-class activities, one-to-one tutor and student contact during the tutor's office hour.

#### *Summative Assessment:*

Summative assessment consists of two components:

- i. Group Presentation and reflection (40%, Week 20). Students will design and deliver a presentation (10 min) about a successful business leader (25%) and a written individual reflective essay on the process of working in a group (500 words) (15%) (Deadline Weeks 8 and 9). This will address Learning Outcomes 3 and 4.
- ii. In-class Test (60%, 60 min, Week 24). The test consists of multiple-choice and short answer questions on the topics covered in the module. This will address Learning Outcomes 1, 2 and 3.

### **Assessment Weighting**

Coursework 100%

### **Learning Materials**

Your online reading lists can be accessed from the My Study area of UniHub. They highlight essential and recommended reading for all modules you are registered on.

### **Total Notional Learning Hours**

150 Hours

<b>Module Code</b>	MGT1130
<b>Module Title</b>	Management Concepts
<b>Level</b>	4
<b>Credit</b>	15
<b>Start Term</b>	September 2020
<b>Subject</b>	Management
<b>Module Leader</b>	Satkeen Azizzadeh

### **Aims**

The aim of this module is to develop students understanding of the management of organisations. It will introduce management concepts such as the business functions, organisational structure, work design, entrepreneurship, and business ethics. Students will develop the ability to analyse the strengths and weaknesses of various management theories and their application in the management of organisations.

### **Learning Outcomes**

On completion of this module, the successful student will be able to:

1. Identify and describe major types of organisations, and the key terms in organisational structure and management;
2. Compare and contrast different perspectives on management and work design;
3. Explain the development of entrepreneurial activities;
4. Discuss the importance and application of business ethics and social responsibility in the management of organisations.

### **Syllabus**

- Introduction to Organisations
- Organisational Structure
- Work Design Theories
- Introduction to Entrepreneurship and social entrepreneurship
- Business Ethics
- Corporate Social Responsibility and sustainability
- Knowledge Management

### **Learning, Teaching and Assessment Strategy**

This module will employ a variety of learning and teaching methods. Formal didactic workshops will provide students with an introduction to a number of theories and concepts. In addition, tutor-directed student discussions will promote students' awareness of the link between theory and practice and will provide opportunities for formative feedback. The module's on-line environment will contain all workshop slides and any additional learning material required for this module.

## **Assessment Scheme**

### *Formative Assessment:*

The formative assessment consists of online practice questions, discussions and feedback during the seminar sessions, in-class activities, one-to-one tutor and student contact during tutor's office hour.

### *Summative Assessment:*

Summative assessment consists of two components:

- i. Individual Report (60%, 1,500 words, Week 9). The business report will require students to explore a topic related to management and organisations. This will address Learning Outcomes 1, 2, and 4.
- ii. In-class Test (40%, 60 min, Week 12). The test consists of multiple-choice and short answer questions on the topics covered in the module. This will address Learning Outcomes 1, 2 and 3.

## **Assessment Weighting**

Coursework 100%

## **Learning Materials**

Your online reading lists can be accessed from the My Study area of UniHub. They highlight essential and recommended reading for all modules you are registered on.

## **Total Notional Learning Hours**

150 Hours

<b>Module Code</b>	MKT1122
<b>Module Title</b>	Marketing Theory and Practice
<b>Level</b>	4
<b>Credit</b>	30
<b>Start Term</b>	September 2020
<b>Subject</b>	Marketing
<b>Module Leader</b>	Olga Mourouti

### **Aims**

This module is designed to provide students with an overview of key marketing concepts as they apply in a variety of organisations. Students will develop knowledge and understanding of the core role of marketing in determining the growth potential of an enterprise, including the value of the marketing mix in ensuring successful marketing implementation and the significance of external and internal environment for marketing practice.

### **Learning Outcomes**

On completion of this module, the successful student will be able to:

1. Define key marketing theories, processes, and concepts; their strengths and weaknesses and their use in different organisational contexts.
2. Describe the role and function of marketing within organisations.
3. Use marketing theory and models to identify market trends and explain marketing practice.
4. Recognise the role and importance of customers in marketing decision-making.
5. Apply marketing theory to suggest and justify marketing mix decisions.
6. Collect, organise and use a range of secondary information to inform marketing decision making.

### **Syllabus**

- Defining marketing and markets - B2B/B2C
- Customer orientation (definition and rationale)

- Macro and micro environmental analysis
- Customer analysis (understanding B2B and B2C markets)
- Competitor analysis
- Segmentation, Targeting and Positioning
- Branding
- Marketing Implementation and measurement
- Services and Societal marketing
- Business to Business Marketing
- Marketing Ethics

## **Learning, Teaching and Assessment Strategies**

The module will be delivered with a combination of lectures and seminars.

The lectures will introduce, review and discuss key marketing concepts and principles and indicate required reading. The seminars will involve individual and small-group learning activities. These will enable students to enhance their understanding of marketing concepts through discussion and exchange of ideas with peers and a seminar tutor and to engage in individual and group practical activities leading to the submission of assessed work. The module will be supported by the Middlesex University online learning environment, MyUnihub.

## **Assessment Scheme**

### *Formative Assessment:*

Formative assessment consists of online practice questions, feedback during seminar sessions, contact during tutor's office hours and feedback on draft assignments.

### *Summative Assessment:*

Summative assessment consists of three assessment components selected in order to ensure students demonstrate an overall understanding of relevant concepts and techniques as well as the ability to apply them in appropriate contexts.

The three assessment components are:

1. Individual presentation (30%) (1,000 words, Week 7). Each student will be required to develop a poster presentation on the marketing challenges faced by an actual organisation. The poster presentation should be accompanied by marketing recommendations that would enable the organisation to overcome challenges. This assessment will address Learning Outcome 3 and 6.
2. Group report (30%) (4,000 words, Week 22). Each group will be required to come up with an idea for a new product or service in an industry of their choice and explain and justify their product, promotion, pricing and distribution decisions. This assessment will address Learning Outcomes 4, 5 and 6.
3. Individual test (40%) (University Coursework deadline). A multiple-choice test (1 hour) to assess the fundamental knowledge and understanding of marketing theories and concepts taught in class. This assessment will address Learning Outcomes 1 and 2

## Assessment Weighting

Coursework 100%

## Learning Materials

Your online reading lists can be accessed from the My Study area of UniHub. They highlight essential and recommended reading for all modules you are registered on.

## Total Notional Learning Hours

300 Hours

<b>Module Code</b>	MSO1740
<b>Module Title</b>	Quantitative Methods for Business
<b>Level</b>	4
<b>Credit</b>	30
<b>Start Term</b>	September 2020
<b>Owning Subject</b>	Accounting
<b>Module Leader</b>	Zainab Kazim Ali

## Aims

The aim of this module is to provide an introduction to the use of computer software to collect, analyse and present business data. Students will learn to solve business and management problems using Excel or other appropriate software with an emphasis on the application of methods to solve problems, and the interpretation and communication of results. The main aim is to enable the student to become a discerning user of quantitative methods and computers in business analysis, which can be built upon in further study.

## Learning Outcomes

On completion of the module the successful student will be able to:

1. Demonstrate knowledge of essential statistical and related quantitative concepts most likely to be met in business and management;
2. Discuss the process and methods of data collection and questionnaire design, and be able to indicate where and how the methods are used in business;
3. Describe some of the problems in the collection of data, discuss its limitations and interpret and communicate quantitative information;

4. Discuss univariate techniques for data exploration and summary;
5. Identify the relationships that may exist between variables and the techniques for exploring these using computers;
6. Formulate a range of quantitative and linear programming problems and solve them using a computer package such as Excel;
7. Use computers to apply appropriate techniques to summarise data by producing tables and charts;
8. Perform basic financial calculations and use a spreadsheet to calculate relevant statistical summary measures;
9. Make decisions under risk by calculating discrete probabilities and using normal probability tables.

## **Syllabus**

- Data collection for management purposes
- Presenting management information
- Management Statistics
- Making decisions under risk
- Forecasting
- Linear programming
- Financial decision making

## **Learning, Teaching and Assessment Strategies**

The module will be delivered through weekly one-hour lectures, which are supported by weekly two-hour workshops. The lecture is designed to introduce, extend and amplify the topics covered in the syllabus. At the end of each lecture, Excel and other tasks will be set to be completed before the next workshop. Each week students are expected to attend a two-hour workshop, having solved to the best of their ability the tasks set from the previous lecture. Workshops involve using Excel to analyse data and solve a variety of quantitative business and management problems. During the course of the module students will be given verbal feedback on their work on tasks.

The module will be supported by the Middlesex University online learning environment, MyUnihub.

## **Assessment Scheme**

### *Formative Assessment:*

Formative feedback on tasks will be provided in class and using other learning activities such as online tests that are specifically designed to provide guidance and feedback. Feedback on all the material will be given throughout the course verbally in class and through the advice

centre.

### *Summative Assessment:*

Summative assessment comprises three components:

- i. In-class Test (30%, 1 hour, Week 8). A set of computer and analysis tasks undertaken in-class under timed conditions. This will assess learning outcomes 1, 2, 3 and 6.
- ii. In-class Test (30%, 1 hour, Week 15). A set of computer and analysis tasks undertaken in-class under timed conditions. This will assess learning outcomes 1, 3, 4, 5, 6, 7 and 8.
- iii. In-class Test (40%, 1 hour, Week 24). A set of computer and analysis tasks undertaken in-class under timed conditions. This will assess learning outcomes 3, 6, 8 and 9.

## **Assessment Weighting**

Coursework 100%

## **Learning Materials**

Your online reading lists can be accessed from the My Study area of UniHub. They highlight essential and recommended reading for all modules you are registered on.

## **Total Notional Learning Hours**

300 Hours

<b>Module Code</b>	ACC2222
<b>Module Title</b>	Accounting and Finance for Business
<b>Level</b>	5
<b>Credit</b>	30
<b>Start Term</b>	September 2021
<b>Owning Subject</b>	Accounting
<b>Module Leader</b>	Kooi See Yeap

## **Aims**

This module aims to further develop and enhance the financial understanding and knowledge of students within business organisations on the subject areas of financial accounting, management accounting and financial management. It aims to provide a more in-depth understanding of the roles of accounting and finance for business students who do not need to develop specialist knowledge and to train students to apply their accounting and finance knowledge and skills into a range of different business situations.

## **Learning Outcomes**

On completion of this module, the successful student will be able to:

1. Produce the main components of financial statements incorporating balance day adjustments using the Sage accounting software and comment on the results;
2. Analyse various types of cost accounting information and their uses and limitations within a business organisation for planning, decision-making and controlling purposes;
3. Evaluate the acceptability of capital investment projects using different appraisal techniques;
4. Appraise ways in which performance is measured, managed and reported within a business organisation;
5. Evaluate the different sources of finance available to a business organisation;
6. Discuss the components of working capital and their management;
7. Demonstrate numerical, analytical, problem-solving and communication skills into various situations of business organisations.

## **Syllabus**

The following areas of study are covered in this module:

- Preparation of financial statements incorporating balance day adjustment using Sage accounting software
- Costing approaches
- Cost-volume-profit analysis
- Capital investment decisions
- Budgeting
- Standard costing and variance analysis
- Performance measurement
- Sources of finance
- Working capital management

## **Learning, Teaching and Assessment Strategies**

The teaching comprises weekly lectures and seminars. Lectures will impart knowledge and emphasise important concepts. These will be supported by a seminar session to develop and reinforce topics through more practice questions and discussions. A few lab sessions will be arranged during seminar sessions to demonstrate and practise the Sage accounting software; students are expected to conduct self-study on the Sage accounting software.

The module will be supported by the Middlesex University online learning environment, myUniHub.

Students are expected to be prepared for the lecture and seminar sessions by completing their reading and attempting the seminar questions and online practice questions before attending classes. Furthermore, students are also expected to undertake self-study in order to enhance their understanding and knowledge of the subject.

## **Assessment Scheme**

*Formative Assessment:*

The formative assessment consists of online practice questions, discussions and feedback during the seminar sessions, selected additional exercises, one-to-one tutor and student contact during tutor's office hour and feedback on draft assignment.

*Summative Assessment:*

The summative assessment consists of the following two components: -

Component 1: Coursework (50%)

- Continuous tests (16%)
  - Online tests (10%) – Continuous online tests covering all topics in the form of multiple choice questions to be conducted over the academic year commencing the learning week 5. This will address learning outcomes 1 to 7.
  - Mock tests (6%) – Two mock tests covering all topics excluding preparation of financial statements incorporating balance day adjustment using Sage accounting software to be conducted in the learning weeks 18 and 22. This will address learning outcomes 2 to 7.
  
- Group assignment (34%)

Each group is required to produce the main components of financial statements incorporating balance day adjustments using the Sage accounting software and comment on the results for submission in the learning week 15. This will address learning outcomes 1 and 7.

Component 2: Final Examination (50%)

A two-hour unseen examination covering all topics excluding preparation of financial statements incorporating balance day adjustment using Sage accounting software to be conducted at the end of the academic year. This will address learning outcomes 2 to 7. To pass this module, students must achieve a minimum of 30% in each component of assessment and a minimum of 40% in total.

**Assessment Weighting**

Coursework: 50%

Examination: 50%

**Exam Duration**

2 hours

## Learning Materials

### *Essential:*

Gowthorpe, C. (2018), *Business Accounting and Finance* (4<sup>th</sup> edition), London: Cengage Learning.

### *Recommended:*

Atrill, P. and McLaney, E. (2018), *Accounting and Finance for Non-Specialists* (11<sup>th</sup> edition), Harlow: Pearson.

Atrill, P. and McLaney, E. (2018), *Management Accounting for Decision Makers* (9<sup>th</sup> edition), Harlow: Pearson.

Scott, P. (2015), *Accounting for Business* (2<sup>nd</sup> edition), Oxford: Oxford University Press.

Weetman, P. (2015), *Financial and Management Accounting: An Introduction* (7<sup>th</sup> edition), Harlow: FT Prentice Hall.

## Total Notional Learning Hours

300 Hours

<b>Module Code</b>	BIS2018
<b>Module Title</b>	Management Information Systems
<b>Level</b>	5
<b>Credit</b>	15
<b>Start Term</b>	September 2021
<b>Owning Subject</b>	Business Information Systems
<b>Module Leader</b>	George Dafoulas

## Aims

This module aims to provide students with the ability to apply key skills in information systems to the business management domain. The module also aims to enable students to obtain important aptitudes towards using information technology solutions such as business intelligence (e.g. data analytics), digital technology solutions (e.g. smart environments) and modern forms of communication (e.g. social networks) to improve business processes.

The module enables students to acquire knowledge in a number of topics aligned to the following key areas: (i) information systems and business intelligence (in particular the development, management, application and implementation of information systems and their impact upon organisations, (ii) communications (in particular the comprehension and use of relevant communications for application in business and management, including the use of digital tools) and (iii) digital business (in particular the development of strategic priorities to deliver business at speed in an environment where digital technology has reshaped traditional revenue and business models).

The cross-discipline nature of the module ensures that students will gain experience in using information systems, while engaging in strategic management activities and following a pattern of work resembling project management practices in controlled environments.

## Learning Outcomes

On completion of this module, the successful student will be able to:

1. Demonstrate ability to make informed decisions on the design, development and selection of information systems for improving business operations;
2. Present comprehensive plans on how business intelligence solutions can be used for generating significant impact on the way an organisation uses information;
3. Provide a synthesis of social network and digital communication solutions to enhance internal and external communication in certain business scenarios;
4. Analyse evidence and reflect on findings advocating the importance of using digital technology for strategic management when reshaping business models.

## Syllabus

The following areas of study are covered in this module:

- Strategic management principles
- Practices of managing IT projects
- Digital business models
- The role of Business Intelligence in organisations

- The impact of social networks and media in business communication
- Agile approach in information systems deployment in business
- Applications of digital technologies (e.g. intelligent environments) in business

## Learning, Teaching and Assessment Strategies

The teaching comprises weekly lectures and workshops. One-hour lectures will impart knowledge and emphasise important concepts. These will be supported by a two-hour workshop session to develop and reinforce topics through practice. The workshops will involve guided laboratory work, seminar discussion and activity-based learning based on student observable behaviours. A series of controlled experimental studies will give students the chance to investigate how digital technology can be integrated in business models.

The module will be supported by the Middlesex University online learning environment, myUniHub. As the module is based on a flip-the-classroom approach, students are expected to be prepared for the lecture and workshop sessions by using materials available online. Students will also use social networks and virtual learning environment functions in preparation of a reflective portfolio of practice. Furthermore, students are also expected to undertake self-study in order to enhance their understanding and knowledge of the subject.

## Assessment Scheme

### *Formative Assessment:*

The formative assessment consists of a structured set of individual and team activities that must be performed at set periods. These are assessed online with the use of the Student Observable Behaviour (SOB) tool. Formative feedback will be given in a number of ways including use of data analytics (e.g. own performance pattern), podcasts (e.g. audio recordings on students' points for improvement), written format (e.g. use of assessment rubrics and comments on draft submissions) and video (e.g. mock presentations and practical work in smart spaces laboratory or similar settings). The module will be supported with a team of GAAs during the workshops, coordinated by an AL and the ML.

### *Summative Assessment:*

The summative assessment consists of the following components:

1. Group report (50%; 3,000 words, week 12; Learning outcomes 3 and 4): A group report of 3,000 words following a pre-set structure including:
  - a. Script and notes of an interview conducted with project managers.
  - b. Reflective discussion on sections corresponding to all topics covered in the syllabus.
  - c. Appendices including evidence of each member's contribution and participation in workshop activities.
  - d. 30% group grade / 20% individual grade.
2. Group Presentation (25%; 10 min, week 11; Learning outcome 2): A group presentation that is recorded and assessed via:
  - a. A rubric including specific delivery and content criteria,

- b. Optical head mounted displays and smart sensor technology for detecting adequate participation from each member and
  - c. Video recordings for tagging and feedback on delivery. A mock presentation session will be organised prior to the summative assessment.
3. Individual continuous assessment Portfolio of Practice (25%; Learning outcome 1):  
Continuous Student Observable Behaviours (SOBs) including:
- a. Interacting in social network activities (group & individual tasks).
  - b. Conducting project management activities (group tasks).
  - c. Participating in Agile development simulations (group & individual tasks).
  - d. Performing intelligent environments activities (group & individual tasks).
  - e. Performing business intelligence activities (group & individual tasks).

### **Assessment Weighting**

Coursework 100%

### **Learning Materials**

Your online reading lists can be accessed from the My Study area of UniHub. They highlight essential and recommended reading for all modules you are registered on.

### **Total Notional Learning Hours**

150 Hours

<b>Module Code</b>	HRM2018
<b>Module Title</b>	Organizational Behaviour
<b>Level</b>	5
<b>Credit</b>	15
<b>Start Term</b>	September 2021
<b>Owning Subject</b>	HRM
<b>Module Leader</b>	Parisa Dashtipour

### **Aims**

The aim of this module is to enable students to identify the multifaceted social processes that are imperative to organisational life. The module will cover a wide array of theories pertaining to organisational behaviour. Students will develop their own abilities to analyse these theories, build up their own views on how to think and feel about these emergent issues as well as empower themselves with the capacity to argue and support these views in an academically rigorous manner.

### **Learning outcomes**

On completion of this module, the successful student will be able to:

1. Compare and contrast the various schools of thought that explain behaviour in organisations;
2. Evaluate the interrelationship between individuals, groups and managers in organisations;
3. Assess the key internal variables impacting upon organisations' work (e.g. culture, communication) and the outcomes associated with the management of people and organisations;
4. Apply research skills to collect information/data to support an argument.

### **Syllabus**

- Introduction to Organisational Behaviour
- Bureaucracy and work design
- The human aspect of organisation
- Groups and teams
- Organisational culture
- Organisational change
- Organisational communication

- Power and organisations
- Globalization

## **Learning, Teaching and Assessment Strategy**

The teaching comprises weekly lectures and seminars that provide an introduction to a significant number of theories and concepts relating to organisational behaviour. Seminars will consist of a number of small activities designed to foster deep learning and develop students' knowledge and skills related to issues raised in lectures. The seminars will also utilise tutor directed student discussions and case-studies to promote students' awareness of the link between theory and practice. There will be a lecture and seminar focusing on academic writing skills. The module will be supported by the Middlesex University online learning environment, MyUnihub.

### **Assessment Scheme**

#### *Formative Assessment:*

The formative assessment consists of discussions and feedback during the seminar sessions, seminar activities, one-to-one tutor and student contact during tutor's office hour and feedback on draft assignment.

#### *Summative Assessment:*

An Individual essay (100%, 2,500 words, University Coursework Deadline). The essay questions require students to explore a topic related to organisational behaviour. This will address Learning Outcomes 1-4.

### **Assessment Weighting**

Coursework 100%

### **Learning Materials**

Your online reading lists can be accessed from the My Study area of UniHub. They highlight essential and recommended reading for all modules you are registered on.

### **Total Notional Learning Hours**

150 Hours

<b>Module Code</b>	MGT2222
<b>Module Title</b>	Operations Management
<b>Level</b>	5
<b>Credit</b>	30
<b>Start Term</b>	September 2021
<b>Owning Subject</b>	
<b>Module Leader</b>	Anna Lassila

### **Aims**

This module aims to develop students' knowledge and understanding of operations management within a variety of organisations. It examines different aspects of operations management relevant to the design, planning, control and improvement of business operations. Students will learn to evaluate, select and apply relevant operations management concepts, tools and techniques to solve problems, make informed decisions and improve the efficiency and effectiveness of operational processes.

### **Learning Outcomes**

On completion of this module, the successful student will be able to:

1. assess key factors influencing effective management of operations;
2. evaluate the fundamental concepts, tools and techniques of operations management;
3. appraise the contributions effective operations management can provide companies;
4. apply operations management tools and techniques to business problems;
5. analyse data and information to solve problems and make informed operational decisions.

### **Syllabus**

- Operations strategy
- Forecasting
- Product design
- Quality management
- Process design and capacity planning

- Location decisions
- Layout decisions
- Job design
- Supply chain management
- Inventory management
- Scheduling
- Material requirements planning
- Just-in-time and lean operations
- Project management

### **Learning, Teaching and Assessment Strategies**

The teaching comprises weekly lectures and drop-in workshops. Lectures are designed to deliver background material to enable analysis of the theory of operations management and their applications. In-class and online practical exercises and case studies are designed to foster deep learning and develop students' knowledge and skills related to issues raised in lectures. Students' are supported in their portfolio preparation by one-to-one tutorials during the drop-in workshops. The module will be supported by the Middlesex University online learning environment, MyUnihub.

#### **Assessment Scheme**

##### *Formative Assessment:*

Formative assessment consists of online and in-class practice problems, practice multiple-choice tests, feedback during lectures and drop-in workshops, and contact during tutor's office hours.

##### *Summative Assessment:*

Summative assessment consists of two components selected in order to ensure students demonstrate an overall understanding of relevant concepts and techniques as well as the ability to apply them in appropriate contexts. The two assessment components are:

- I. Portfolio (40%):  
Students are required to complete a four-part portfolio of operations management problems that cover the topics in the syllabus. The four parts of the portfolio are due on weeks 7, 14, 19 and university coursework deadline. This assessment will address learning outcomes 4, and 5.
  
- II. Two In-class Tests (60% - 30% each) (1 hour each, Weeks 13 and 24): Tests consists of short answer and multiple-choice questions covering selected topics in the syllabus. This assessment will address learning outcomes 1, 2 and 3.

#### **Assessment Weighting**

Coursework 100%

#### **Learning Materials**

**Essential:**

Heizer, J, Render B, and Munson, C, (2017), Operations management – Sustainability and Supply Chain Management, 12th Edition, Global Edition, London, Pearson.

**Recommended:**

Stevenson, W. J. (2018), Operations management, 13th edition, Global edition, London: McGraw-Hill.

Reid, R D, Sanders, NR, (2015), Operations management: an integrated approach, 6th Edition, Hoboken, NJ: Wiley.

Slack, N, Brandon-Jones, A, and Johnston, R, (2016), Operations management, 8th Edition, London, Pearson.

Krajewski, L J, Malhotra, M K, and Ritzman, L P, (2018), Operations Management: Processes and Supply Chains, 12th Edition, Global Edition, Pearson Education.

**Total Notional Learning Hours**

300 Hours

<b>Module Code</b>	MGT2316
<b>Module Title</b>	Business Environment
<b>Level</b>	5
<b>Credit</b>	15
<b>Start Term</b>	September 2021
<b>Owning Subject</b>	
<b>Module Leader</b>	Bushra Daud Ahmad

**Aims**

This module aims to develop students' knowledge of internal and external business environment and their impact upon choices available to business in planning and decision making. Students will learn to analyse business environments and handle information using different techniques, models and frameworks.

**Learning outcomes**

On completion of this module successful students will be able to:

1. Classify and contextualise the general business environment of an organisation based upon a variety of factors, such as industry sector, size, ownership;
2. Compare and contrast concepts, theories and models of business environment analysis, such as Porters Five Forces, Pestel and Swot;
3. Apply key concepts and models to analyse the internal and external business environment of an organisation/industry;
4. Evaluate the impact upon organisations/industries of emerging issues such as ethical/ecological/environmental concerns, sustainability, technological and other relevant

developments.

## Syllabus

- Stakeholder, decision-maker and other perspectives on business organisations
- The internal business environment;
- The nature, type, classification and growth of organisations and industries
- The external business environment; the political, economic, legal, socio-cultural, technological, demographic environmental and ethical factors
- Business ethics & corporate social responsibility and sustainability

## Learning, Teaching and Assessment Strategies

The teaching comprises weekly lectures and seminars. Lectures will aim to introduce and emphasise concepts, theories, frameworks and models. Lectures will be supported with weekly seminars to further develop and enhance the learning and understanding. These will consist of a number of small activities designed to foster deep learning and advance students' knowledge and skills related to issues raised in the lectures. The seminar sessions and tutor office hours are also designed to provide one-to-one feedback. The module will be supported by the Middlesex University online learning environment, MyUniHub. Students are expected to be prepared for lectures and seminars by actively reading relevant chapters from the core textbook and completing the allocated seminar activity. This will encourage independent study and enrich understanding and knowledge of the subject area.

## Assessment Scheme

### *Formative Assessment:*

The formative assessment consists of online practice questions, discussions and feedback during the seminar sessions, one-to-one tutor and student contact during tutor's office hour and feedback on draft assignments.

### *Summative Assessment:*

The two assessment components are:

- Group report (40%, 3,000 words, Week 8). Group report on the business environment of a given industry, identifying and analysing appropriate key factors and issues. This will assess learning outcomes 2 to 4.
- In-class Test (60%, 60 minutes, Week 12). Test will consist of short answer and multiple-choice questions assessing fundamental knowledge and understanding of the breadth of the syllabus. This assessment will address Learning Outcomes 1, 2 and 4.

## Assessment Weighting

Coursework 100%

## Learning Materials

Your online reading lists can be accessed from the My Study area of UniHub. They highlight essential and recommended reading for all modules you are registered on.

## **Total Notional Learning Hours**

150 Hours

<b>Module Code</b>	MGT2326
<b>Module Title</b>	Principles of Innovation & Entrepreneurship
<b>Level</b>	5
<b>Credit</b>	15
<b>Start Term</b>	September 2021
<b>Owning Subject</b>	
<b>Module Leader</b>	Ignatius Ekanem

## **Aims**

This module provides students with an introduction to innovation and entrepreneurship. It examines different forms of innovative and entrepreneurial practice including commercial and social enterprise. This includes an introduction into management issues faced by entrepreneurs and small business owners. The module will also introduce students to such concepts as opportunity recognition and the ability to act upon opportunities and problem solving.

## **Learning outcomes**

On completion of this module, the successful student will be able to:

1. Evaluate the concepts, theories and models that underpin innovation and entrepreneurship whilst recognising sources of innovation.
2. Examine various aspects of business functions and their interrelationships in the process of entrepreneurship and innovation.

3. Appraise enabling and constraining factors which impact on innovation and entrepreneurship.
4. Apply theoretical innovation and entrepreneurship concepts to case study.
5. Explore innovation in products and services.

## Syllabus

- Entrepreneurial process and new venture creation
- Entrepreneurship types and their role in the economy
- The importance of creativity, innovation and idea generation
- Sources of finance
- Diversity entrepreneurship
- Social and cultural innovation
- Service innovation
- Effectual entrepreneurship (Effectuation)

## Learning, Teaching and Assessment Strategies

The teaching comprises weekly lectures and seminars. Lectures will impart knowledge and emphasise important concepts. These will be supported by seminars to develop and reinforce topics through practice case studies and discussions. The module will be supported by the Middlesex University online learning environment, myUniHub. Students are expected to be prepared for the lecture and seminars by completing their reading and attempting the workshop activities before attending classes. Furthermore, students are also expected to undertake self-study in order to enhance their understanding and knowledge of the subject.

## Assessment Scheme

### *Formative Assessment:*

Formative feedback will be provided following case study discussions and in-class quizzes.

### *Summative Assessment:*

The summative assessment consists of the following two components:

- i. Individual essay (30%, 1,000 words, Week 18). Individual reflective essay on a case study. This will address Learning Outcomes 1 to 3.
- ii. Individual essay (70%, 2,000 words, Week 24). Students are required to analyse a theory/model or case study in innovation and entrepreneurship. This will address Learning Outcomes 3 to 5.

**Assessment Weighting**

Coursework 100%

**Learning materials**

Your online reading lists can be accessed from the My Study area of UniHub. They highlight essential and recommended reading for all modules you are registered on.

**Total Notional Learning Hours**

150 Hours

<b>Module Code</b>	ACC3155
<b>Module Title</b>	Financial Statement Analysis & Valuation
<b>Level</b>	6
<b>Credit</b>	30
<b>Start Term</b>	September 2022
<b>Owning Subject</b>	Accounting
<b>Module Leader</b>	Temi Oyelere

**Aims**

This module aims to provide students with appropriate tools for the analysis of financial statements, in particular for the purpose of business valuation. In doing so, students will become familiar with how investors, lenders and corporate managers evaluate and utilise financial and non-financial information in corporate reports. The module aims to synthesise information contained in financial statements and narrative reports to enable students to interpret company performance and gain an insight into the business. Students thereby develop an awareness of the risks faced by companies and how these can be mitigated.

## Learning Outcomes

### *Knowledge:*

On completion of this module, the successful student will be able to:

1. Critically evaluate the quality of financial reporting and identify the 'red flags' of creative accounting
2. Interpret financial statements and make appropriate adjustments to facilitate analysis and synthesis;
3. Apply the discounted cash flow and residual income methods of equity and enterprise valuation and critically appraise each method;
4. Assess companies' operational and financial risk by reference to financial statements;

### *Skills:*

This module will enable the successful student to:

1. Analyse and critically evaluate financial statements;
2. Undertake quantitative and qualitative analysis of corporate performance;
3. Assess the profitability, solvency and liquidity of a company using financial and non-financial information to;
4. Calculate and apply a range of 'market comparable' ratios and other metrics and critically evaluate their use in security valuation.

## Syllabus

- Composition, articulation and linkage of financial statements.
- Shortcomings of financial statements prepared under generally accepted accounting principles.
- Investors' required rate of return.
- Discerning businesses' strategy from an analysis of financial statements.
- Ratio analysis and other discriminate models.
- Analysis of operating profitability, growth and sustainability.
- Operating, credit, solvency and liquidity risk.
- Off-balance sheet risk and associated analytical adjustments.
- Valuation models and limitations.
- Initial public offerings.
- Roles of financial analysts.

## Learning, Teaching and Assessment Strategies

This module is taught via weekly lectures and seminars. The lectures are to impart the concepts and methods covered in the module and to emphasize important areas that students

will need to explore further during private study.

Seminars are used to provide students with the opportunity to practice skills learned in lectures and independent study and also to discuss concepts and issues. Students are expected to complete pre-seminar assignments given for each topic. They are expected to participate actively in seminars either by leading discussions of quantitative and qualitative topics or responding to issues raised by teaching staff and peers.

## Assessment Scheme

### *Formative assessment:*

Formative assessment will prepare students for both the coursework and final exam and is given by (1) two mid-term tests, each followed by review and feedback; (2) continuous feedback on the progress of group coursework; (3) feedback on the structure and content of the presentation; and (4) formal review of draft coursework and detailed, written feedback prior to final submission.

### *Summative assessment:*

1. Group coursework (50%) is undertaken in groups of up to five students. It comprises:
  - a. A presentation (10%) and
  - b. written report (40%).

Students are required to carry out research and analysis in relation a particular company, looking at trends over a number of years and making a comparison with another company in the same industry. Each group is required to choose a different company. A presentation (10%) is required in week 11. The assessment scheme for the presentation reflects both the group and individual performance.

A draft report is submitted in week 13. Feedback is provided in week 14 and the final report (maximum of 4,000 words) is submitted in week 15.

Learning outcomes 2, 5, 6 and 7 are assessed by coursework

2. Examination (50%): The two-hour unseen examination assesses learning outcomes 1, 3, 4, 6, 7 and 8. Students will be required to answer 3 out of 5 questions. A variety of question styles and approaches may be included in the examination. Questions typically require responses that involve both discursive and quantitative elements.

In order to pass the module, students must achieve a minimum of 30% in each element of assessment comprising the presentation, report and examination, and a minimum of 40% overall.

## Assessment Weighting

Coursework: 50%

Examination: 50%

## Exam duration

2 hours

## Learning Materials

Your online reading lists can be accessed from the My Study area of UniHub. They highlight essential and recommended reading for all modules you are registered on.

### **Total Notional Learning Hours**

300 Hours

<b>Module Code</b>	FIN3120
<b>Module Title</b>	Business Finance
<b>Level</b>	6
<b>Credit</b>	30
<b>Start Term</b>	September 2022
<b>Owning Subject</b>	Finance
<b>Module Leader</b>	Jekaterina Kartasova

### **Aims**

The primary objective of this module is to provide students with a solid understanding of contemporary corporate finance and the tools to solve financial problems confronting business today. The module covers the main aspects of corporate finance, including investment decisions, working capital management, and financing decision-making. It enables a critical appreciation of the interaction between financial decision-making and capital market behaviour.

## Learning Outcomes

On completion of this module, the successful student should be able to:

1. Critically analyse the relevant concepts and techniques of corporate finance with respect to investment decision, financing decision, working capital management and dividend policy;
2. Identify the crucial of the interrelation between corporate financial management and capital markets;
3. Explain the different theories that impact on capital structure, dividend policy, and corporate valuation;
4. Summarise the principles in strategic financial management decisions;
5. Apply the analytical tools of business financial management in capital markets; including value share, bond and company; measure risk and returns; calculate the cost of capital, analyse the impact of changing capital structure on corporate value; making investment, financing and dividend decisions.

## Syllabus

The following areas of study are covered by this module:

- Objectives and fundamentals of financial management
- Performance measurement and financial ratio analysis
- Financial arithmetic: interest calculations, the time value of money, fundamentals of valuation
- The capital budgeting and investment decision
- Long term financing: loan capital and share capital
- Risk and return including the capital asset pricing model
- The cost of capital: the cost of debt, equity and the weighted average cost of capital
- Dividend policy: theory and practice
- Working capital management: managing cash, receivables and inventory

## Learning, Teaching and Assessment Strategies

The teaching comprises weekly lectures and seminars. Lectures are used to impart knowledge and define the scope of coverage for self-study. Seminars will consist of a number of small activities designed to foster deep learning and develop students' knowledge and skills related to issues raised in lectures. The seminar classes will also be used for report and presentation preparation. Students are expected to go through the essential reading, get familiar with the key concepts and prepare seminar questions before each seminar. The module will be supported by the Middlesex University online learning environment, MyUniHub.

## Assessment Scheme

### *Formative assessment:*

Students will be expected to prepare and present case analysis in particular seminar sessions. Feedback will be provided in the seminar sessions. Students are also encouraged to participate in the topic based discussions on the MyUniHub.

### *Summative assessment:*

1. Group Coursework (30%): The group coursework will assess students' ability to critically analyse and discuss the relevant issues of financial management. This will address learning outcomes 1, 4, 5, 6 and 7.  
Groups will be required to make presentations in respect of the assignment (week 19-20), and also submit a group process report one week before the presentation is scheduled (week 18).
2. Individual Tests (20%): This comprises 2 unseen tests (each 10%): the first will cover topics from weeks 1-9 and the second topics from weeks 10-21. This will address learning outcomes 1, 4, 5, 6 and 7. (Weeks 12 and 22).
3. Unseen Examination (50%): The end of year examination will assess the understanding of concepts and the ability to critically evaluate the theories and methods of financial decision making in capital markets. This will address learning outcomes 1, 2, 3, 4, 6 and 7.

## Assessment Weighting

Coursework: 50%

Unseen Examination: 50%

## Exam Duration

2 hours

## Learning Materials

Your online reading lists can be accessed from the My Study area of UniHub. They highlight essential and recommended reading for all modules you are registered on.

## Total Notional Learning Hours

300 Hours

<b>Module Code</b>	MGT3324
<b>Module Title</b>	Strategic Management
<b>Level</b>	6
<b>Credit</b>	30
<b>Start Term</b>	September 2022

**Owning Subject**  
**Module Leader**      Jas Ahmad

## **Aims**

This intensive module provides familiarity with the essential tools and techniques of strategic analysis and a sound grasp of contemporary issues in strategic management. Accordingly, the aims of this module are organised in two parts: in the first part students use the essential components of strategic analysis with the primary aim of developing an applied knowledge of tools and techniques. In the second part students explore a variety of special topics with the primary aim of examining strategy concepts applied in different organisations. Overall, the module aims to build students' ability to process and interpret information from different internal functions and from multiple external sources for decision-making leading to long-term organisational success.

## **Learning Outcomes**

On completion of this module, the successful student will be able to:

1. Gather, interpret and synthesise information from multiple sources on business, industry and competitor variables;
2. Evaluate firm resources and capabilities to assess competitive positions;
3. Explain and apply advanced concepts in strategy as appropriate for the level;
4. Identify strategic issues facing a given organisation and propose choice and fit options available to it;
5. Communicate the results of strategic analysis in different formats;
6. Demonstrate the ability to work effectively in groups to manage tasks and time.

## **Syllabus**

The following areas of study are covered in this module:

- The macro-environment analysis for strategic decision-making
- Firm resources and capabilities
- Competition and rivalry
- Bases of competition and generic strategies
- Corporate level diversification and integration
- Corporate governance
- Mergers, acquisitions and alliances
- International strategy
- Innovation, entrepreneurship and business models
- Strategic management and leadership

## **Learning, Teaching and Assessment Strategies**

The learning takes place through preparation for and participation in weekly workshops which

combine the learning-by-doing ethos of the module with traditional elements of lecture, presentation, and discussion. The module uses mixed methodologies including the 'flipped classroom' approach for many sessions. My Learning (the Middlesex University virtual learning environment) is used for support and administration as well as a repository of learning through the use of a learning journal tool. Students are expected to prepare beforehand so that they can participate in assessed learning activities.

## Assessment Scheme

### *Formative Assessment:*

Feedback on scheduled presentations of draft coursework and online quizzes make up the formal, formative assessment in the module. Other informal and occasional opportunities for formative feedback occur during workshop discussions, through small group and individual meetings with academic staff and via electronic media.

### *Summative Assessment:*

The summative assessment consists of the following three components:

- i. Final examination (40%) A two-hour examination based on one of three seen case studies. This will address learning outcomes 1, 2, 3 and 5.
- ii. Workshop participation (30%). This will address learning outcomes 1-6. The participation is assessed as follows:
  - a. Preparation and contribution to workshop activities, particularly 'flipped class' sessions (15%).
  - b. Three out of four in-class/online scheduled quizzes (15%)
- iii. Group report (30%, 3,000 words, Week 22) A group report prepared as a Power-Point slide deck presenting the strategic analysis of a given firm due in the second term. This will address learning outcomes 1, 2, 4, 5 and 6.

## Assessment Weighting

Coursework: 60% Examination: 40%

### Exam Duration

2 hours

## Learning Materials

Your online reading lists can be accessed from the My Study area of UniHub. They highlight essential and recommended reading for all modules you are registered on.

## Total Notional Learning Hours

300 Hours

<b>Module Code</b>	MGT3026
<b>Module Title</b>	Business Game
<b>Level</b>	6
<b>Credit</b>	30
<b>Start Term</b>	September 2022
<b>Module Leader</b>	Hong Woo

## Aims

This module aims to demonstrate to students the importance of integrated business functions to achieve business success. The module uses a business simulation to provide students with experience of how a firm can integrate key aspects of business and management in order to succeed in a competitive environment.

## Learning Outcomes

On completion of this module, the successful student will be able to:

1. Critically evaluate the relevant business functional areas in running a competitive business;
2. Apply relevant business and management concepts and techniques in managing a business;
3. Critically evaluate how planning, organising and control activities impact on a successful business;
4. Exercise significant judgement in developing strategic decisions and yearly plans;
5. Integrate firm capabilities and resources into business strategies and long-range planning processes;
6. Analyse data and information in order to make informed investment and management decisions.

## Syllabus

The following areas of study are covered in this module:

- The Business and the economy
- Product development and pricing strategies
- Promotion and distribution
- Marketing research and associated tools
- Financial management
- Planning, managing, monitoring and control
- Forecasting and managing production

## Learning, Teaching and Assessment Strategies

The module is centred on a dynamic business simulation, supported by on-line lectures, directed reading and recommended articles. The simulation is available on-line via the internet. By simulating a business in an industry with consumer market segments, distributors, competing firms and evolving industry environment, students learn by making decisions related to a wide range of business disciplines and skills. Students are required to undertake research

(on the business and industry), to analyse data on a continuous basis, to apply relevant business and management theories, and to make judgement calls and decisions and to compete, just like managers and professionals in the real world.

On-line lectures supported by directed reading are used to address and brief students on the syllabus and are continuously available to students for reference. On-line lectures involve students viewing multimedia (narrated) slides (where applicable, non-multimedia versions are also available for download). The course is highly participative, requiring students to interact with the business simulation by making the necessary decisions required to run a business on a continuous basis. The module will be supported by the Middlesex University online learning environment, MyUnihub.

## Assessment Scheme

### *Formative Assessment:*

Formative feedback will be provided on-line, following business simulation activities, and other learning activities such as self-check activities that are specifically designed to provide guidance and feedback.

### *Summative Assessment:*

Summative assessment consists of three components selected in order to ensure students demonstrate an overall understanding of relevant concepts and techniques as well as the ability to apply and critique them in appropriate contexts.

The three assessment components are:

1. Overall performance in the business simulation (50%, Weeks 9-23). This requires students to make relevant business decisions to meet key business performance measures as well as providing appropriate justifications. Feedback in terms of the outcome of decisions will be provided following decisions made. This will address learning outcomes 1, 2, 4, and 6.
2. Individual Report (30%, 3,000 words, University Coursework Deadline). A written report on the strategies and decisions taken on the eventual outcome of the business simulation. The assessment will assess depth of understanding of the relevant syllabus items. This will address learning outcomes 1, 3 and 5.
3. Two Online Tests (20% - 10% each, 1 hour each, Weeks 7 and 12). This assessment will assess the fundamental knowledge and understanding of the breadth of the syllabus. This will address learning outcomes 2 and 5.

## Assessment Weighting

Coursework: 100%

## Total Notional Learning Hours

300

## Learning Materials

Essential:

Bovee, C. and Thill, J. V. (2017), *Business in Action*, 8th Edition, FT Prentice Hall

Recommended:

Boddy, D., (2017), *Management: An Introduction*, 7<sup>th</sup> Edition, FT Prentice Hall



<b>Module Code</b>	MGT3027
<b>Module Title</b>	Business Start-Up
<b>Level</b>	6
<b>Credit</b>	30
<b>Start Term</b>	September 2022
<b>Module Leader</b>	Simon Best

## Aims

The aim of this module is to introduce to students the complexities of starting a business. It draws together a range of theories, concepts, and notions from several sources such as Finance, Marketing, and Strategy. The module utilises the development of a unique business plan through which students will learn, practice, and apply the necessary academic and practical knowledge and skill sets, including team working, required for the establishment of a new business, as well as an understanding of the complexities relating to the functioning of a small business.

## Learning Outcomes

On completion of this module, the successful student will be able to:

1. Appraise the role of creativity and innovation in regard to starting a small business;
2. Select and justify various business planning tools and strategies that need to be adopted in planning and establishing a small business;
3. Apply knowledge of relevant frameworks, theories and concepts to create a business plan;
4. Negotiate, communicate and contribute effectively in a planning and learning environment within a team while under pressure;
5. Apply various business planning and analytical tools used when planning a business;
6. Employ research skills to identify critical information needed in developing a business idea;
7. Produce a coherent presentation about the business plan to potential investors.

## Syllabus

- Working in groups according to individual strengths
- Sources of ideas for new businesses
- The nature and role of creativity and innovation in developing a business idea
- Various business planning and analytical tools
- Constructs of a business plan: overview, marketing, operations, legal, finance and risk analysis
- Sources of information and support

## Learning, Teaching and Assessment Strategies

This module utilises a learner-centred approach, students are expected to self-manage learning activities by attending workshops, small group discussions and undertake self-directed learning. This module is very practice orientated and draws from previous learning. Students are expected to integrate learning from previous modules into this module.

Delivery is a combination of workshops, small group discussions and self-directed learning. The workshops provide an introduction to a significant number of theories, notion, ideas and concepts relating to starting a business. The self-directed learning is focused on students in their groups undertaking research relating to the development of their business plan. The small

group workshops are designed to give the students the opportunity to discuss their findings, get feedback on their progress and help put this feedback into context to develop their business plan. Students will be able to access learning material such as slides and other learning material online through MyUnihub.

The assessments are designed to assess all aspects of the learning process by using an integrated approach. Each assignment builds on the others in a way that is intended to integrate and link all the learning outcomes. Furthermore, as this is a practice base module, the assessment is designed to follow a real-world scenario of researching, developing and writing a business plan.

## Assessment Scheme

### *Formative Assessment:*

Formative feedback will be provided following self-directed learning activities in the small group discussions. Further feedback to students will be given through a range of learning activities within the workshops.

### *Summative Assessment:*

Summative Assessment consists of four assignments. Each piece of assessment is directly linked to the next in a way that encourages students to build towards the final assignment; a presentation. The assessment is a combination of both group and individual activities. The four assessment components are:

1. Progressive Individual Reflective Essays (20%, weeks 11 and 24). Students write two reflective essays (500 words each) that maps their learning progress. They need to identify factors, notions, and concepts that they have learnt, then critically analyse what they have learnt and explain how it has changed their behaviour and what impact this will have on their approach to developing their business plan. This will address Learning Outcomes 1 to 4.
2. Group Progress Presentation (10%, Week 13). This is a group presentation on progress to date regarding the research and preparation of a business plan. Students need to explain where they are up to and identify some of the difficulties they have faced. This will address Learning Outcomes 1 to 4.
3. Group Business Plan (40%, Week 21). Students need to prepare a detailed business plan for a business of the groups choosing (A minimum of 4,500 words and a maximum of 6000 words). This will address Learning Outcomes 1 to 6.
4. Group and Individual Final Presentation (30%, Weeks 23-24). Students are to give a presentation to potential investors regarding their business plan. The presentation itself is marked as a group and the answers to questions are marked individually. The final presentation needs to be supported with individual portfolios summarising the contribution each student made. This will address Learning Outcomes 1 to 7

## Assessment Weighting

Coursework: 100%

## Total Notional Learning Hours

300 Hours

## Learning Materials

Essential:

Spinelli, S., Jr & Adams, R.J., Jr 2016, *New venture creation: entrepreneurship for the 21st Century*, 10<sup>th</sup> International ed, McGraw-Hill Education, New York.

Recommended:

Burns, P, 2011, *Entrepreneurship and Small Business: Start-up, growth and maturity*, 4<sup>th</sup> Edition, Palgrave Macmillan, Basingstoke.

Greene, C.L. 2016, *Entrepreneurship: Ideas in Action*, 6 e. edn, Cengage Learning, GB.

Jacobs, S., 2010 *How To Start A Business From Scratch*, Claredon House Business Centre, London.

Spinelli, S., Jr & Adams, R.J., Jr 2016, *New venture creation: entrepreneurship for the 21st Century*, 10<sup>th</sup> International student; ed, McGraw-Hill Education, New York.

Stokes, David and Wilson, Nick, 2017, *Small business management and entrepreneurship*, 7th ed., Andover, Cengage Learning EMEA

Read, S., Sarasvathy, S., Dew, N., Wiltbank, R. and Ohlsson, A., 2017 *Effective Entrepreneurship* 3<sup>rd</sup> ed, Routledge, London.

<b>Module Code</b>	FIN3160
<b>Module Title</b>	Investment Analysis
<b>Level</b>	6
<b>Credit</b>	30
<b>Start Term</b>	September 2022
<b>Owning Subject</b>	Finance
<b>Module Leader</b>	Tony Kilmister

## Aims

The module aims to equip students with knowledge sufficient in depth to critically engage with modern investment theory and practice. It incorporates a study of portfolio theory as the basis for contextualising challenges in investment decision-making, especially those related to asset price determination, understanding risks, asset management practice, the merits of rival investment philosophies, financial market liquidity and information disclosure. It investigates how these challenges drive institutional, product, regulatory and technological innovation in financial markets.

## Learning Outcomes

### *Knowledge:*

On completion of this module, the successful student will be able to:

1. Articulate a nuanced understanding of fundamental theoretical propositions within modern investment theory and engage controversies within the body of learning;
2. Assess contemporary financial markets, products, people, institutions and regulatory supervision;
3. Apply appropriate quantitative methods to gain insights concerning a broad range of asset valuation, portfolio management and performance analysis issues;
4. Interpret and utilise financial information in the manner of investment professionals;
5. Explain the evolving character of investment theory and practice: how events such as the international banking crisis of 2008 encourage critical reflection about prevailing assumptions, drive institutional reforms, stimulate technological innovation and prompt debate around financial market regulation;

### *Skills:*

This module will call for the successful student to:

1. Use appropriate electronic search and software resources to assemble relevant information, value financial securities, undertake statistical analyses of data and present assessments in lucid form;
2. Identify financial market information appearing on electronic trading platforms, provided by specialist information services (such as Bloomberg) and appearing in the financial press (such as the Financial Times and Wall Street Journal).

## Syllabus

The following areas of study are covered in this module:

- A survey of financial markets, institutions, products and people
- The relation between asset pricing, risk and return.
- Investor behaviour and the market efficiency paradigm
- Asset diversification and portfolio theory: Markowitz, CAPM and APT
- Portfolio analysis in practice: single index modelling

- Fixed interest security risk and risk management
- Active and passive fund management styles
- Investment fund performance assessment

## Learning, Teaching and Assessment Strategies

Students develop formative knowledge through attending lectures and seminars, augmented by independent learning. The lecture outlines the particulars of the week's topic, highlights links to previous weeks' topics, stresses the critical facets and presents technically complex aspects in a gradual, step-by-step manner. The lecture also defines the coverage for independent study and seminar preparation.

The seminar is organised around questions relating to the lecture of the previous week. The retrospective relation of seminar to lecture gives students the opportunity to advance their learning by working on the seminar questions in preparation for the discussion.

## Assessment Scheme

### *Formative Assessment:*

Students should prepare for the weekly seminar by working on the seminar questions and undertaking the highlighted support reading. Formative assessment is informal and mainly based on the consistency and quality of the student's engagement in seminar discussions. This allows the tutor to form a sense of the student's level of understanding and design responses and advice accordingly. Formative assessment occurs outside of seminars, in online communications, office-based discussions and feedback on formal assessment tasks

### *Summative Assessment:*

#### 1. Individual coursework (60%)

The individual coursework is based on an investment in an equally-weighted portfolio of five publicly-listed companies. Each student chooses five companies from the FTSE350 and collects share price and dividend payment data going back five years. The student analyses the relation between model-determined expected portfolio returns and actual portfolio returns. Collectively, the narrative components of the work should add up to 1,000-1,500 words (Week 22). This addresses all the learning outcomes.

#### 2. Unseen Examination (40%)

Students sit an unseen examination comprising four questions, of which students are asked to attempt any two. Each question is structured to contain both quantitative and narrative elements. The exam addresses learning outcomes 1-5.

To pass the module, students must achieve both a minimum of 30% in the coursework and examination components and a minimum 40% overall.

## Assessment Weighting

Coursework: 60%

Exam: 40%

## Exam Duration

2 hours

## **Learning Materials**

Essential:

Bodie, Z, Kane A, Marcus A J (2014) Investments, Global Edition, McGraw Hill. (BK & M)

Recommended:

Brown K C, Reilly F K (2012), Analysis of Investments & Management of Portfolios, 10<sup>th</sup> Edition, South Western College. (B & R)

Elton E, Gruber M J, Brown S J, Goetzmann W N (2014) Modern Portfolio Theory and Investment Analysis, 9<sup>th</sup> Edition, Wiley & Sons. (EGB & G)

Your online reading lists can also be accessed from the My Study area of UniHub. They highlight essential and recommended reading for all modules you are registered on.

## **Total Notional Learning Hours**

300 Hours

<b>Module Code</b>	ACC3170
<b>Module Title</b>	Corporate Accountability
<b>Level</b>	6
<b>Credit</b>	30
<b>Start Term</b>	September 2022
<b>Subject</b>	Accounting
<b>Module Leader</b>	Sepideh Parsa

## Aims

The module provides students with an understanding of the concepts and key issues in corporate governance and corporate accountability. Students will also get an overview of the high-profile cases of corporate failure and analyse them from corporate governance perspective. By extending the traditional corporate governance theoretical framework to address broader corporate social responsibility issues students will understand the significance of corporate transparency and accountability in modern corporations.

## Learning Outcomes

### *Knowledge:*

On completion of this module, the successful student will be able to:

1. Summarise the key concepts, theories, debates and developments in corporate governance and accountability;
2. Analyse corporate failures from corporate governance perspective;
3. Critically evaluate the roles of the individual governance mechanisms;
4. Illustrate and appreciate the differences of corporate governance structure in different countries;
5. Debate the importance of social accounting and assurance provision in discharging corporate accountability;

### *Skills:*

This module will call for the successful student to:

1. Analyse the non-financial parts of annual reports;
2. Effectively engage in debates and discussion with peers.

## Syllabus

The following areas of study are covered in this module:

- Key theories and concepts in corporate governance and accountability;
- Major mechanisms of corporate governance, such as board of directors, executive incentives; shareholders activism, accounting and auditing;
- Corporate governance in the UK and from an international perspective;
- Key issues and the latest developments in corporate governance and corporate accountability;
- Cases in corporate governance and corporate accountability;
- The interrelation between corporate governance and corporate accountability;
- Sustainability reporting and stakeholder engagement;

## Learning, Teaching and Assessment Strategies

The majority of the syllabus will be addressed in directed reading and classes, with the lecturer supplementing sources and identifying/promoting critical issues.

During weekly lectures and seminars, topics will be placed in their overall context where key issues involved are identified, discussed and evaluated to stimulate student participation.

Students are expected to independently read the recommended materials (e.g. journal articles) and conduct further literature search to prepare material for discussion in classes.

## Assessment Scheme

### *Formative Assessment:*

Formative feedback is given by student participation in class-based discussions and student submission of written work for feedback. Each coursework assignment is made up of a number of major sections. Students can submit their drafts for different sections to seek formative feedback on their work.

### *Summative Assessment:*

Summative assessment is comprised of the following four elements:

1. Individual multiple-choice tests (20%) will test student understanding of theories, concepts, major topics and developments in corporate governance and accountability (Learning outcomes 1, 2 and 5) (weeks 6/7 and 18/19).
2. Group presentation (5%) The feedback on group presentations will feed into individual Coursework I. (15-20 minutes presentation plus 5-10 minutes answering questions and receiving feedback) (Learning Outcome 1 to 3 and 7) (week 9-10).
3. Individual Coursework (40%) will assess the materials delivered for the first part of the syllabus, mainly covering topics on corporate governance. (1,500 words essay, excluding bibliography) (Learning Outcomes 1 to 4) (week 13).
4. Group Coursework (35%) will examine materials delivered for the second part of syllabus and mainly deal with topics on corporate accountability. (2,500-3,000 words report, excluding bibliography) (Learning Outcomes 1,5-6) (week 24).

In order to pass the module, students must achieve an aggregate mark of at least 40% overall.

## Assessment Weighting

Coursework 100%

## Learning Materials

Your online reading lists can be accessed from the My Study area of UniHub. They highlight essential and recommended reading for all modules you are registered on.

## Total Notional Learning Hours

300 Hours

**END**



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