



In partnership with
**Middlesex
University
London**

International Student Handbook

BA (Hons) International Business Administration



2020 / 2021





BA (Honours) International Business Administration

(One Year Top-Up)

Programme Handbook 2020 - 2021

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

Student Name:

**Australian College of Business and Technology
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**Middlesex University London
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INTRODUCTION

Your Programme Handbook

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

This handbook can be found online at:

https://www.acbt.lk/student%20hand%20books/MDX_STUDENT_HANBOOK_IBA.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

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.

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.

Welcome to: BA (Honours) International Business Administration

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 in Business and Computing.

ACBT has already spread over three provinces of the country in order to provide equal opportunity for local students to obtain 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 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 to help our students with any problems. They are always prepared to go an extra mile tirelessly in their profession to support our students to provide a wonderful learning experience 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

Although you will enroll at and attend ACBT on the BA (Honours) International Business Administration; this is a Middlesex University programme and therefore you are a student of both. Within Middlesex University the BA (Honours) International Business Administration 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) International Business Administration
- 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'.

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 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) International Business Administration 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

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 Institution Link Tutor of this ACBT – Middlesex University partnership and at times 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 - 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.

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

Middlesex University's Programme Leader's Welcome

I am pleased that you decided to study at Middlesex and I hope that your time with us will be enjoyable and rewarding. As a programme team, we wish you well in your studies and we look forward to working with you to achieve your goals.



The transition from one institution to another can sometimes be challenging, however, there is plenty of help available within the Middlesex University and ACBT to ease this transition. If you feel you need support and guidance please do not hesitate to send me an e-mail.

In addition there is a team of dedicated staff who work together to support you throughout your studies, such as the Graduate Academic Assistants, Careers Advisors, Placement Advisors, Library staff, Student Office Staff, Money and Welfare Advisors, English Language and Learning support staff and counsellors. Academic staff have regular weekly office hours and can often be seen via appointment outside of these hours.

The programme team and I encourage you to make the most of the learning opportunities available to you whilst being a student of Middlesex. A key part of this is for you to actively take part in all module lectures, seminars and programme workshops. You should also take advantage of the additional learning support workshops and booster courses available.

I hope you enjoy your studies with us, and remember if you need help just ask: plenty is available to support you during your studies.

Dr Helen Cai
Programme Leader
BA (Hons) International Business Administration Programme
Tel: 020 8411 3457
Email: H.Cai@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)

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

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

Module Code & Title	Lecturer	Email
ECS3366-International Finance	Mr. Wisura Weerathunga	wdweerathunga@gmail.com
MGT3123- Global Business Strategy	Mr. T.M. Jayasekera	Tmj@slt.lk
MKT3456- International and Cross-Cultural Marketing	Mr. Nuwan Wimalana	nuwanwimalana@gmail.com
MGT3009 - Global Supply Chain Management	Mr Anil Panagoda	anilpana@gmail.com
HRM3015- International Leadership	Mr Niluka Amarasinghe	Niluka72@hotmail.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	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

Your Programme Structure

The programme is designed to build on students' preliminary knowledge in different subjects within the business context and further expand it to cover the global and international aspects of business. The programme focuses on the administration and management side of international businesses. Quantitative, analytical, researching, presentation, communication skills will be emphasised as these skills are mostly desired in the administering and managing of international businesses. Students will study three core modules: International & Cross-cultural Marketing, Global Business Strategy and International Finance. They can choose another module relating to International leadership or Global Supply Chain Management, depending on the students' interests in the administration or the management side of international business. Additionally, there will be English and Maths skills embedded in selected modules to help students whose first language is not English to become confident in communication, presentation, researching for information and writing up essays and reports.

If you are new to the UK Higher Education System, it is important for you to understand that the balance between scheduled teaching and learning activities and independent study may be quite different from that in your home country. In Middlesex University, the teaching hours for each module are around 2 to 3 hours for Level 6 undergraduate study. Students should take a lot of time to do self-study at home in order to make full use of the teaching hours in class. For example, students are required to spend several hours before and after each teaching session for self-study. Those who find language obstacles will need more self-study time. Please note that relying totally on teaching only would bring you great risk of failing the modules.

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

Your Modules

MGT3123 Global Business Strategy (30 credits)	MKT3456 International and Cross- Cultural Marketing (30 credits)	ECS3366 International Finance (30 credits)	Option (30 credits)
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Options (Level 6)

MGT3009	Global Supply Chain Management (30 Credits)
HRM3015	International Leadership (30 credits)

Optional Modules

Optional modules are usually available at levels 6, although optional modules are not offered on every course. Where optional modules are available, you will be asked to make your choice during the previous academic year. 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.

Module Handbooks

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 handbook will also give the tutors' office hours. Tutors try to help you on demand but it is best to make an appointment so that everyone can manage their workload.

The 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 classes at:
<https://myunihub.mdx.ac.uk/web/home-community/mystudy>.

Your tutors will not provide you with a paper copy of the lecture notes but they will provide a full set of seminar materials in paper format.

Programme Costs

The programme cost of BA (Hons) International Business Administration is Rs. 450,000. This amount includes only the tuition fees of the four modules taught in your programme. 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 Programme Feedback

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 (SVLs)

Student representatives, referred to as Student Voice Leaders (SVLs), are elected at the beginning of the academic year. 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 (PVGs)

The Programme Voice Groups 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.

PVGs 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.

PVG meetings take place weeks 5-11 and 16-24 of the academic year. Once scheduled, student voice leaders are notified of the meeting dates and details via email by ACBT. Further guidance on the PVG's can be found here: <http://unihub.mdx.ac.uk/your-middlesex/your-middlesex-your-voice/student-feedback/programme-voice-groups> .

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

Minutes and actions from previous PVGs will be made available to you by ACBT.

Surveys

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 – Students, at different stages in their programme, may 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 with an opportunity to consider and implement your feedback to improve the modules available on you programme. You may 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

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

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 placed on all UK Higher Education providers. In particular, there is a specific chapter on how institutions should manage partnership arrangements, such as the programme you are now enrolled on. This section is chapter [B10 'Managing higher education provision with others'](#).

The QAA also review higher education providers (including Middlesex University) 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 online at: <http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code/introducing-the-quality-code>.

The Student Protection Plan

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

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.

PART TWO : RESOURCES AND SUPPORT AVAILABLE

Resources

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. The computer labs throughout the week provide access to Microsoft Office applications, the Internet, multimedia applications and specialist software as required by students' individual modules. The approximate capacity of each 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 labs when they are 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 labs are open daily from 8.30 am to 7.30 pm Monday – Friday and 8.30 am – 5.00 pm on Saturdays 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 3rd 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

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

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

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

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

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

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) International Business Administration.

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

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

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

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

Assessment

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

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

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) International Business Administration 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.

Summative Assessment Scheme

Module Code	Elements of Coursework			
	CW1	CW2	CW3	
ECS3366 International Finance	In-Class Test 30%	3 Event Logs 30%	Individual Report 40%	
MGT3123 Global Business Strategy	In-Class Tests 25%	Individual Report 50%	Group Presentations 25%	
MKT3456 International & Cross-Cultural Marketing	Group Presentation 20%	Individual Essay 60%	In-Class Test 20%	
MGT3009 Global Supply Chain Management OR	Individual Report 50%	Individual Report 50%	-	
HRM3015 International Leadership	Presentation 20%	Individual Report 80%	-	

Submission, Receipt, Marking and Return of Assessment

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

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

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

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

Your Grades

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

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

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

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

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 <Nisha.Palagolla@acbt.lk>.

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

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) INTERNATIONAL BUSINESS ADMINISTRATION

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

Knowledge and understanding	
A1	The role and nature of business, finance, marketing , leadership and management in organisations and society with international context;
A2	Theories and empirical evidence concerning business administration, financial arrangement, marketing and cross cultural management;
A3	Stakeholders of organisations, especially in an international context: their expectations and behaviour;
A4	The environment of international business and its impact on strategy;
A5	Business resources: acquisition, application and control;
A6	Organisations: their functions, structure and management;
A7	Local and international business processes: planning, improvement and control;
A8	International business management practice.
Skills	
B1	Critically analyse theories, facts, evaluate, explain and apply models, concepts and theories relevant to the operation and practice of international business;
B2	Identify, evaluate and demonstrate cultural sensitivity through a global outlook and awareness and respect for diversity in terms of business and people and government in international context;

Programme outcomes																	
A1	A2	A3	A4	A5	A6	A7	A8	B1	B2	B3	B4	B5	B6	B7	B8	B9	B10
Highest level achieved by all graduates																	
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
B3	Take and defend a decision or position on a given issue, considering commercial, ethical, other factor and construct arguments;																
B4	Locate, categorise, prioritise, and synthesise information necessary for business purposes;																
B5	Interpret business reports and evaluate performance within a global context;																
B6	Set objectives for business change & plan implementation; select appropriate international business solutions;																
B7	Learn flexibly and effectively from diverse opportunities/ work independently and manage their own learning;																
B8	Communicate persuasively using a range of media;																
B9	Contribute positively to team performance;																
B10	Collect, analyse and critically interpret numerical data.																

Module Title	Module Code by Level																		
		A1	A2	A3	A4	A5	A6	A7	A8	B1	B2	B3	B4	B5	B6	B7	B8	B9	B10
Global Business Strategy	MGT3123	✓	✓		✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓		✓
International and Cross-cultural Marketing	MKT3456	✓	✓	✓	✓			✓	✓	✓	✓		✓	✓			✓	✓	
International Finance	ECS3366	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		✓		✓	✓		✓
Global Supply Chain Management	MGT3009				✓	✓	✓	✓			✓				✓		✓	✓	
International Leadership	HRM3015				✓				✓	✓	✓	✓	✓	✓		✓	✓		

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					
Level 6																													
ECS3366									C			T		C							C							A	
MGT3123										T								A	GP	GP									
MKT3456						GP	GP	GP	GP											A							T		

A = Assignment, E = Exam, G = Group assignment, O = Online test, P = Presentation, T = In-class test C=Coursework/Portfolio

APPENDIX A3: MODULE NARRATIVES

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.

Module Code	ECS3366
Module Title	International Finance
Level	6
Credit	30
Start Date	January 2020
Owning Subject	Economics
Module Leader	Dr Marie Wong

Aims

This module aims to provide students with the knowledge of exchange rate theories and balance of payments, as well as the skills of managing international financial assets and exchange rate risks in a global environment. Students would examine the operations of the world's capital markets, evaluate global financial issues and their implications on international businesses. They would also learn how to apply effective tools to assess and manage foreign exchange risks for businesses operating internationally.

Learning Outcomes

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

1. explain the international monetary systems and the factors affecting the balance of payments;
2. critically evaluate different theories in exchange rate determination;
3. assess the operations and characteristics of international financial markets and their instruments;
4. research and evaluate the use of capital and money market instruments to help manage international businesses' risks;
5. critically evaluate contemporary global economic policies and financial environments and their implications on international businesses;
6. present their arguments on the impacts on international businesses of a change in economic and financial environment clearly and logically.

Syllabus

- The post-war international monetary system
- The balance of payments and economic policies in an open economy
- Theory, evidence and policy of exchange rate determination.
- The world financial markets
- Financial instruments for international asset management and risk control
- Contemporary issues in international finance

Learning, Teaching and Assessment Strategy

A 3-hour weekly contact time will involve lecture to introduce key learning materials and seminar or workshop to reinforce key concepts and theories. Applications of theories to current international financial issues, simulated problems and case studies based on economic and financial data related to specific topics covered in the lecture would also be discussed during seminars. Training will be offered on using Bloomberg and Datastream to search for Economic and Financial Data. MyLearning will be used to share power-point

lecture slides and seminar questions, facilitate discussions on the module, and provide links to Turnitin for e-submission of the written coursework for assessment.

Assessment Scheme

Formative Assessment

Formative assessment on the contents of the course in the form of quizzes and short questions will be used to check students' progress and consolidate theories learnt. Workshop exercises will allow for application of theories to real world situations, self-evaluation and feedback.

Summative Assessment

The summative assessment consists of three components:

1. An in-class test, of 1.5 hours duration, worth 30%, to take place in week 12, consists of multiple choice questions and numerical problems. This will address learning outcomes 1, 2 & 3.
2. Three event-logs, each of one A4 page long, worth 30% in total, to critically review how a current economic and/or financial issues might impact on the international business of the student's choice, to be submitted regularly in weeks 9, 14 and 20. This will address learning outcomes 5 & 6.
3. A 2000 word individual report to be submitted in week 24, worth 40%, following on from the work presented in the log (assessment 2), to explain how financial market instruments could be used to help manage the risks posed to the student's chosen international business following the change in economic and financial environment. This will address learning outcomes 4, 5 and 6.

All assessed components have to be attempted and an overall grade of 40% is required to pass the module.

Assessment Weighting

1. In-class Test: 30% 2. Event-log: 30% 3. An individual report: 40%

Total Notional Learning Hours:

300

Learning Materials

Essential Reading:

Eun, C. and Resnick, B. (2017). *International Finance* (8th Global edition). McGraw-Hill.

Recommended Reading:

Moffet, M., Stonehill, A. and Eiteman, D. (2016). *Fundamentals of Multinational Finance*. (5th edition). Pearson.

Buckley, A. (2004). *Multinational Finance*. (5th edition). Prentice Hall.

Madura, J. and Fox, R. (2017). *International Financial Management*. (4th edition). Cengage Learning Ltd..

Shapiro, A. (2013). *Multinational Financial Management*. (10th edition). John Wiley & Sons.

Module Code	HRM3015
Module Title	International Leadership
Level	6
Credit	30
Start Term	January 2020
Subject	HRM
Module Leader	Dr Jennie O'Connor

Aims

This module aims to critically evaluate theoretical perspectives on leadership, in particular the increasing interest and demand for authentic leadership. The module will explore the contextual complexity of and challenges to leadership effectiveness in the 21st century. The module will provide students with the opportunity to apply theoretical concepts in order to develop their current practice.

Learning Outcomes

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

1. Provide a critical account of leadership in its historical context
2. Evaluate the forces driving interest and demand for changes in leadership development
3. Critically reflect their life story within the context of Authentic Leadership
4. Explain and justify their own leadership journey in relation to authenticity
5. Construct and articulate arguments for more authentic leadership development
6. Clearly outlines an argument for a global effective leadership

Syllabus

- Leadership traits, motives and characteristics
- Charismatic and transformational leadership
- Leadership Behaviours, attitudes and styles
- Authentic Leadership
- Leadership ethics and corporate social responsibility
- Power and Politics
- Leadership influence and tactics
- Leadership development
- Corporate Psychopath and Toxic leadership
- Leadership development

Learning, Teaching and Assessment Strategies

The teaching comprises weekly workshops. The workshops will consist of a number of small activities designed to foster deep learning and develop students' knowledge and skills relating to the conceptual frameworks raised. The workshop classes will also be used for report and presentation preparation. Furthermore, the workshops adopt a variety of learning strategies which encourages students to develop research techniques, including: interview and questionnaire design, focus groups, narrative analysis, listening, observation and the use of a reflective diary.

Students are expected to be prepared for the workshop sessions by completing their reading and attempting exercises prior to attending classes. Furthermore, students are also expected to undertake self-study in order to enhance their understanding and knowledge of the subject.

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

Assessment Scheme

Formative feedback will be provided through continuous in-class, individual and group activities. Students will also be encouraged to attend tutor feedback hours to seek further feedback on their work and overall progress in the module.

Summative assessment is based on two components designed to encourage engagement with the topics and cover knowledge and application that is valuable post-graduation.

The two assessment components are:

1. A 15 minute online submitted presentation in week 8, worth 20%, which presents and justifies the argument for an effective global leader, will address learning outcomes 1,2 & 6.
2. Individual Reflective Authentic Journey Report (4,000 words), worth 80%. This report should critically examine your effectiveness as an Authentic Leader by applying the models presented within the lectures and demonstrating that you had undertaken your own personal research. It will address Learning outcomes 3, 4 & 5.

To pass this module, students should pass each component with a minimum of 40%.

Assessment Weighting

100% Coursework

Total Notional Learning Hours:

300

Learning Materials

Essential Reading

Northouse, P.G. (2012). *Leadership Theory and Practice*. (7th ed). Sage.

Recommended Reading

Goffee, R. & Jones J. (2015) *Why Should Anyone Be Led By You?*(1st ed) Harvard Business School Press

George, B. (2015) *Discover your True North: Expanded and Updated Edition* (2nd ed). John Wiley & Sons

Harvard Business Review (2011) *Harvard Business Review's 10 Must Reads on Leadership*. (1st ed). Harvard Business Review Press

Dubrin, A.J. (2015) *Leadership: Research Findings, Practice and Skills*. (8th ed). Cengage Learning

Yukl, G. (2012) *Leadership in Organizations, Global Edition*. (8th ed). Pearson

Module Code	MGT3009
Module Title	Global Supply Chain Management
Level	6
Credit	30
Start Term	January 2020
Module Leader	Dr Oktay Ozdenli

Aims

This module introduces students to the theories and techniques relevant to the management of global demand and global supply within the parameters of corporate and business unit strategies. Students will develop critical insights in design, implementation and operation of global supply chains while employing these to develop their own case studies.

Learning Outcomes

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

1. Evaluate supply chain and international business trade-offs to design a global supply chain strategy;
2. Critically analyse supply chain elements according to cost vs responsiveness;
3. Appraise the impact of capacity and flexibility of operations to supply chains;
4. Design effective global supply chain networks;
5. Critically evaluate business expansion decisions considering possible benefits, drawbacks and problems arising from the decisions;
6. Analyse the implementation issues related to the expansion decisions;
7. Assess the management and coordination issues in operation of global supply chains.

Syllabus

The following areas of study are covered in this module:

- Global Supply Chain Strategy
- Global Supply Chain Elements and Network Design
- Global Supply Chain Expansion
- Supply Chain Planning and Forecasting
- Technology and Knowledge Transfer of Products, Processes and Organisational Practices
- Vertical and Horizontal Coordination
- Sourcing from an international perspective
- Bullwhip Effect experiential game
- Management of Global Suppliers
- Export and Import Documentation, Financing, Insurance
- Supply Chain Risk Management
- Strategy, Design and Operations of Global Manufacturing Networks
- Sustainable Supply Chains (3BL)

Learning, Teaching and Assessment Strategies

The module will be delivered using workshops. Workshops will combine taught elements and interactive in-class activities and case study discussions designed to foster deep learning and develop students' knowledge and skills related to relevant issues. The workshops will also be used for formative assessment to develop student learning. 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 workshop sessions, selected additional exercises, one-to-one lecturer and student contact during lecturer's office hour and feedback on draft assignment.

Summative Assessment

Summative assessment consists of two 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 two assessment components are:

- i. Individual Report (50%) (3,000 words, Week 13). Students are required to critically analyse the global supply chain strategy, elements and network design of a real-life supply chain with a purpose of expanding the global supply chain. This assessment will address learning outcomes 1 to 5
- ii. Individual Report (50%) (3,000 words, University Coursework Deadline). Students are required to analyse the implementation of the expansion decisions given in the first report. This assessment will address learning outcomes 6 and 7.

Assessment Weighting

Coursework 100%

Total Notional Learning Hours

300

Learning Materials

Essential

Chopra, S. and Meindl P. (2018). *Supply Chain Management: Strategy, Planning & Operation*. (7th edition). Pearson Prentice Hall.

Recommended

Simchi-Levi, Kaminsky and Simchi Levi (2008). *Designing and Managing the Supply Chain: Concepts, Strategies and Case Studies*. (3rd edition). McGraw Hill International Edition.

Lysons K. and Farrington B. (2016). *Purchasing and Supply Chain Management*. (9th edition). Pearson Prentice Hall.

An up-to-date and comprehensive reading list can be found on My Study area of UniHub.

Module Code	MGT3123
Module Title	Global Business Strategy
Level	6
Credit	30
Start Term	January 2020
Module Leader	Dr Helen Cai

Aims

This module introduces the students to the concepts, analytical tools and theoretical frameworks of global business strategy. Students will learn about strategic concepts and theories of internationalisation and cross-cultural management. It will equip students with problem solving and analytical skills to explore and analyse issues typically faced by organisations operating internationally.

Learning Outcomes

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

1. apply concepts of business strategy in a range of organisational contexts;
2. analyse the reasons, challenges and impact of internationalisation of business, including cross-cultural management issues;
3. critically evaluate the strategic framework for analysing and developing international and global business strategies;
4. analyse the environment of an international business using appropriate analytical tools and techniques;
5. assess the performance of international work teams and projects and develop appropriate solutions to overcome challenges;
6. apply research methods to collect and analyse data and effectively communicate the results.

Syllabus

- An overview of general business strategy
- Global business; models of internationalisation and globalisation; strategy in the global context
- Theoretical foundations of global trade and investment
- Globalisation and cultures impact on international management
- Interactions between global environment and international business
- Methods of evaluation of specific countries as entry opportunities: market entry strategies
- International strategic alliances, mergers and acquisitions
- International operations, marketing and human resources management
- International strategies for small and medium sized enterprises
- Managing global and multicultural teams and projects

Learning, Teaching and Assessment Strategy

Weekly lectures will be used to introduce new topics and to offer guidance for further self-directed study. Weekly seminars will provide opportunities for deepening understanding the subject, for clarifying difficult points, for detailed guidance on assessments, as well as for group discussion of questions and case studies, embedding learning support at a

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

Assessment Scheme

Formative Assessment

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

Summative Assessment

Summative assessment consists of five 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:

- i. In-class tests (25%) (1 hour, Weeks 10). Tests consists of multiple-choice questions covering selected topics in the syllabus. This assessment will address learning outcomes 1 and 2
- ii. Individual Report (50%) (2,500 words, Week 17). Students are required to produce a country report for a selected company. This assessment will address learning outcomes 2, 3 and 4.
- iii. Group Presentations (25%) (20 minutes each, Weeks 18-24). Students are required to analyse a theory or case study in international business/strategy context. This assessment will address learning outcomes 5 and 6.

Assessment Weighting

Coursework 100%

Total Notional Learning Hours

300

Learning Materials

Essential Reading:

Lasserre, P. (2017). *Global Strategic Management*. (7th ed.). Basingstoke: Palgrave Macmillan

Recommended Reading:

Parboteeah, K.P. & Cullen, J.B. (2011). *Strategic international management*. (5th ed.). South-Western, Cengage Learning. Chapter 5.

Johnson G., Whittington R., and Scholes, K. (2017). *Exploring Strategy: Text & Cases*. (1st ed.). Harlow:Financial Times Prentice Hall. pp.665-668

Deresky, H. (2016). *International Management: Managing Across Borders and Cultures (Texts and Cases)*. (9th ed). London: Pearson.

Czinkota, M., Ronkainen, I., Moffett, M., Marinova, S., & Marinov, M. (2009). *International Business – European Edition*. West Sussex: Wiley.

Module Code	MKT3456
Module Title	International and Cross-Cultural Marketing
Level	6
Credit	30
Start Term	January 2020
Module Leader	Michael Kourtoubelides

Aims

This module introduces students to current theory and practice in international marketing and develops their ability to apply cultural concepts to marketing challenges. Students will learn about new cultures in both the developed and emerging world and how to adapt marketing strategies accordingly for business success.

Learning outcomes

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

1. Explore the dimensions of culture and assess cultural similarities and differences across a range of countries;
2. Critically evaluate the influence of culture on consumer behaviour and marketing decisions;
3. Apply culture and international marketing theories and frameworks to evaluate international marketing practice across a range of developed and emerging markets;
4. Analyse and synthesise a range of information and facts to generate conclusions on best practice global marketing strategies.

Syllabus

- The concepts of Internationalisation and globalisation
- Understanding and researching the international environment
- Understanding culture and overseas markets
- Cross cultural consumer behaviour
- Language, culture and communication
- Culture and ethics
- Identifying, assessing and selecting international opportunities
- Export market entry mode strategies
- Adapting the international marketing mix
- Cultural influences on marketing strategies and tactics

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. 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:

- i. Group Presentation (20%) (10 minutes, Weeks 6-9). For two selected countries, students will be required to compare and contrast key cultural factors and analyse their impact on consumers and international marketing decisions. This assessment will address learning outcomes 1 and 2
- ii. Individual Essay (60%) (3,000 words, Week 19). Using relevant theories, students are required to critically evaluate the international marketing strategies of selected global brands across a range of developed and emerging markets with the aim of identifying best practice and the key factors that can be learned from both successes and failure. This assessment will address learning outcomes 3 and 4
- iii. In-Class Test (20%) (1 hour, Week 24). Test consists of short answer and multiple-choice questions covering selected topics in the syllabus. This assessment will address learning outcomes 1 to 4

Assessment Weighting

Coursework 100%

Total Notional Learning Hours

300

Learning Materials

Essential

Usunier, J.C. and Lee, J.A. (2012). Marketing across cultures, 6th edition, Pearson

Recommended

Hollensen, S. (2017). Global Marketing, 7th Edition, Pearson

McPhail, T.L. (2014). Global Communications: Theories, Stakeholders and Trends, Wiley Blackwell

Burton, D (2008). Cross-Cultural Marketing: Theory, Practice and relevance, Routledge

De Mooij, M. and (2013). Global Marketing and advertising, 4th edition, Sage

An up-to-date and comprehensive reading list can be found on My Study area of UniHub.

END



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