COLLABORATIVE PARTNER PROGRAMME

HANDBOOK

2026-2027

Programme title	**BA (Hons) Business Management (N1N241)**
Level	**UG**
Award	**BA (Hons)**
Mode of study	**Full-time**
Location of delivery	**Copenhagen, Denmark**
Dean of Academic Affairs	**Name: Kathrine Lassen** **Office location: Sankt Petri Passage 1, Copenhagen K** **Email address: kat@nielsbrock.dk** **Phone number: +45 33419395**

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How to use this handbook

This handbook provides you with an introduction to your programme and explains how the programme is managed and the regulations and policies that apply to it. It will also provide details of key staff contacts, including the programme teaching team and professional services staff. The handbook contains details of arrangements for your programme of study as well as more general information about being a De Montfort University student.

An online version of the Programme Handbook can be found on the VLE, which will contain the most up to date information.

The handbook should be read in conjunction with:

General Regulations and Procedures Affecting Students

Academic Regulations for Undergraduate and Taught Postgraduate Students

1: Welcome and Introduction

Welcome message from DMU

Thank you for choosing to study on a De Montfort University validated programme. I would like to take this opportunity to welcome you and tell you something about what we hope to offer you during your time with us.

De Montfort University works with a range of partners to offer students an alternative route through Higher Education. We are very proud of our relationship with our partners and consider each individual student to be integral to the partner and the broader DMU community.

Our aim is to offer all students studying at a partner an equivalent experience as a student studying at DMU on our campus. If you choose to visit De Montfort University, you are entitled to have access to our renowned Queen Elizabeth II Diamond Jubilee Leisure Centre and the Kimberlin Library (you will need to bring your student ID card).

I wish you every success and happiness during your studies and welcome you as part of our vibrant, distinctive, international community!

With best wishes

Professor Katie Normington, Vice Chancellor, DMU

Welcome to NIELS BROCK COPENHAGEN BUSINESS COLLEGE

Welcome to Niels Brock Copenhagen Business College, which is the first and largest business college in Denmark.

Our college is named after one of the greatest Danish merchants of all time. Niels Brock (1731-1802) created a very successful business through trading and exporting clothing fabrics and processed foods to countries such as Norway, Sweden, Poland and Russia. He also decided to set aside funds for establishing a future school of commerce to provide education for young businesspeople.

Niels Brock's business college was established in 1881 and quickly became a well-respected institution of higher education. Our modern institution has a lot more in common with the old merchant than one might think. What drove Niels Brock was strong values and a passion for trade. He understood the significance of education both for the individual, and for society as a whole, and he had a strong international mindset. Educating skilled and honest businesspeople – at home and abroad - remains the paramount objective of our institution.

Today Niels Brock is one of the largest educational institutions in Denmark with four specialist departments offering 20 educational programmes ranging from basic vocational education to bachelor's degree, more than 15,000 full-time and part-time students in Denmark, 500 members of staff. Because of our great history, strong traditional values and our ability to continue developing our educational methods, we are able to attract the best and the most competent members of staff, which helps ensure the personal and professional growth of our students.

A warm welcome to Niels Brock and the BA (Hons) Business Management. I wish you all the very best with your studies.

Kathrine Lassen, Dean of Academic Affairs



2: About the Programme

2.1 Key Information

One of the main advantages of this course is that it gives you the core skills and knowledge to work effectively and confidently within a wide range of business organisations and corporate functions. It also gives you the flexibility to tailor the degree to suit your interests with a broad range of modules available for you to choose in years 2 and 3. Regardless of the modules you choose, all are designed to be highly practical and connected to the business world so that you develop the knowledge and practical skills that companies are looking for in graduates.

We are fortunate that at DMU and NBCBC we have a wealth of experience within our staff who are practically involved in the world of business as well as academically. We all work with businesses in some way, both large and small, private and public, to share knowledge and expertise, and in this way students benefit from contemporary and applied business knowledge.

This degree is an exciting and innovative programme designed to give you exposure to the most contemporaneous topics affecting businesses being 'played out' on the national, international and global stage.

The overarching aim of the Business Management programme is to support students to acquire and develop the knowledge, skills, and behaviours necessary to work effectively, confidently, and responsibly within a wide range of business organisations and corporate functions. It provides students with an excellent grounding in all aspects of business management, incorporating knowledge from a range of disciplines such as accounting, economics, finance, human resource management, marketing, and sustainability. These disciplines and philosophies have been combined within the degree to provide students with a broad and coherent programme that provides an advanced general education for business. While providing students with a background in all areas of business, the programme is designed to enable students to specialise in industry relevant areas.

Business Management graduates should be able to demonstrate a resilient and 'can-do' attitude by taking initiative, accepting responsibility for decisions and actions, and overcoming challenges and unexpected obstacles in a positive, resourceful, and creative way. They can accurately deploy established techniques of analysis and enquiry that they have learned within the business management discipline. They can initiate and carry out projects and frame appropriate questions to achieve a solution - or identify a range of solutions - to a problem. They can communicate information, ideas, problems and solutions to both specialist and non-specialist audiences.

2.2 Programme Structure

Level 4 (Study Year 1)

Core modules

Module code	Module Title	Credit Value
BABM1001	Foundations of Business Management	30
BABM1002	Introduction to Marketing	30
BABM1003	Accounting and Budget Management	30
BABM1004	Human Resources and People Management	30

Supplementary but still mandatory module

NB2001/2002	Academic skills and Employability	0
NB1002	Theory of Science	0

Level 5 (Study Year 2)

Core modules:

Module code	Module Title	Credit Value
BABM2001	Finance and Reporting for Management Decisions	30
BABM2002	Contemporary Issues in Sustainable Business	30
BABM2003	Business Research and Analysis	30

Plus select one of the following:

Module code	Module Title	Credit Value
BABM2004	Ethical and Responsible Leadership	30
BABM2005	Global Operations and Supply Chain Management	30

Supplementary but still mandatory module:

NB1004	Theory of Science	0

Level 6 (Study Year 3)

Choose one of the three modules

Module code	Module Title	Credit Value
BABM3001	Digital Transformation and Innovation in Business	30
BABM3002	Business Analytics and Managing Data	30
BABM3003	Critical Issues in Global Business	30

Choose one of the three modules

Module code	Module Title	Credit Value
BABM3004	Managing Business Projects	30
BABM3005	Change, Innovation and Knowledge Management	30
BABM3006	Crisis and Risk Management	30

Core module

Module code	Module Title	Credit Value
BABM3007	Business Strategy in Action	30

Core module

Module code	Module Title	Credit Value
BABM3009	Dissertation	30

2.3 Module Information

Level 4 (Study Year 1) Module Descriptions

Foundations of Business Management

This module introduces students to the external context of business practice and understanding the impact of globalisation on business and an introduction to business law. Students are also introduced to the basic management functions of planning, leading, organising and controlling. Students can expect to learn about how key internal business functions are successfully integrated in business organisations and how this in turn positions organisations for external success. In addition, students can expect to be onboarded in the areas of academic research, writing and referencing skills.

Introduction to Marketing

This module introduces students to core marketing principles, theories, and practices. It is expected that students will have a good understanding about the marketing process and will gain the ability to make critical reflections upon contemporary marketing practices from this module. The module is intended to provide both an introduction to the topic as well as providing students with a basic grounding in the theory and practice of marketing as a business management discipline.

Accounting and Budget Management

This module is designed to give a very generalised introduction to the wide area of accounting and finance. It is intended to concentrate on the use of financial data as opposed to the deep methodological basis of accounting practice. Students will be introduced to the principles of budgeting. They will explore accounting and budgeting in practice.

Human Resources and people Management

This module introduces students to the importance of managing people and organisational behaviour in the workplace. Students are also introduced to the interpersonal dynamics of politics, power, change, conflict. Students will consider how organisational reliance on technological advancement is reshaping the nature and character of “work”. They will further consider the impact this has on the human resource.

Academic Workshops

The primary objective of the academic workshop module is to reinforce students’ practical assignment writing and presentation skills. In so doing the module enables learners to think about their academic writing and presentation style at an early stage of the process. The generic support provided by the module is additional to the assignment specific instructions students will get from their module tutors.

Level 5 (Study Year 2) Module Descriptions

Finance and Reporting for Management Decisions

This is module is designed to equip students with key knowledge of drivers of decision making including financial and non-financial considerations. Students will be able to interpret financial and non-financial data and use their knowledge to inform decision making. Students will learn how to interpret and analyse the financial performance, cash flows and financial position of organisations from their published accounts.

Contemporary Issues in Sustainable Business

This module equips students with a sound understanding of sustainability in the business context. It highlights how transformation in the global political economy has given rise to debates about the nature and role of business in society. It then examines the changing expectations of business and how

managers have responded to calls for greater social and environmental sustainability. It will also highlight some of the key debates in the sustainability field such as the drivers of corporate responsibility, the extent of responsibility, the governance and implementation of sustainability, and sustainable business models.

Business Research and Analysis
This module provides an overview of the research process in business. It equips students with the necessary tools and techniques to prepare a business research proposal, execute this proposal, and analyse and interpret the data. Students will learn data collection methods applied in business research and the research skills necessary for evaluation, synthesis and analysis.

Ethical and Responsible Leadership
This module addresses important ethical questions and equips students with a sound understanding of sustainability in the business context. It presents students with tools to support ethical decision and sustainable behaviour. This module aims to facilitate the development of skills and knowledge that are needed to identify and manage ethical challenges in organisations.

OR

Global operations and Supply Chain Management
The module will cover supply chain management (SCM) topics including design of products and services capacity management, process design, logistics and transportation, ERP, Inventory Management and so on. This module aims to prepare students for entry-level jobs in managing the production and distribution of goods and services. This module aims to provide an understanding of the techniques and tools that are utilised to effectively and optimally produce and distribute the goods and services in business organisations and manufacturers.

Research Methodology
This module aims to present the foundations of research methodology and scientific theory used in business and management research. More specifically, the module aims to prepare students to design a research study around a suitable research topic to be undertaken in their dissertation. Content is focused on the various epistemological and methodological issues faced in business and management research, and students will be introduced to a range of qualitative and quantitative research methods and scientific theory commonly used both in academic research and the practical business environment.

Level 6 (Study Year 3) Module Descriptions
Digital Transformation and Innovation in Business
This module provides insight into the emergence of digital business, key concepts, technologies, and strategic organisation. This module enables students to identify multiple technologies which can be integrated within businesses, coupled with the development of new digital strategies which are central to corporate success. The module considers how business management practices ought to be innovated in the context of our emerging digital society.

OR

Business Analytics and Managing Data
This module will develop core understanding and skills of using Microsoft Excel, a market leading analytical tool and software package. It covers the way in which enterprises such as businesses, not-for-

profit organisations and governments utilise quantitative data to obtain insights for decision-making. The module covers the principles of business data management.

OR

Critical Issues in Global Business
This module is designed to critically evaluate how current world issues affect business management and performance. It considers societal changes and movements as well as broader global events. The module brings to the mainstream niche discourses that have indicative potential for broader impact.

Managing Business Projects
This module is designed to introduce students to the principles of managing business projects. This module equips students with the relevant skills to execute a project. Students are introduced to the practice of project management in preparation for designing and managing the execution of their own project.

OR

Change, Innovation and Knowledge Management
This module introduces students to how organisations manage change and innovation, which is central to their growth, survival, and success. By the end of the module, students should be able to understand managerial strategies that organisations use to manage the different types of innovation and how they seek to benefit from their innovations.

OR

Crisis and Risk Management
This module takes a counter-intuitive but important step in considering how organisations are exposed to, and deal with crises, risk and business interruptions. The module synthesises two essential components, each of which have underlying theory and practice; these are crisis management and risk management. This module examines how business continuity is enabled through effective crisis handling and risk management.

Core modules:
Business Strategy in Action
This module aims primarily to ensure that students understand the nature and meaning of business strategy. Students will be able to assess the strategic position of corporations operating in complex global markets. They are then provided an opportunity to apply their strategic learning in the context of a business simulation.

Dissertation
The module provides an opportunity for students to undertake an independent study in an area of special interest within the broad area of business management. It builds on their introductory business research skills and prepares them for postgraduate research study. This module draws on the academic skills and practices students have been inculcated with from the commencement of the programme.

For any additional information, please visit your module shell on Moodle/MNB or the website, where you will find detailed programme structure and progression descriptions, programme specifications and module and programme outcomes.

3: Communication

3.1 Key Staff Contacts

Dean of Academic Affairs: Kathrine Lassen
Brief role description: Responsible for programme
Phone: +45 33419395
Email: kat@nielsbrock.dk
Office: S23

Programme Manager: Tulika Jaiswal
Email: tuja@nielsbrock.dk
Office: S430

The following staff can also be contacted:

- Module Leaders (see Moodle shell for contact details)
- Subject Librarian, Urania Sobrinho Beyer: ube@nielsbrock.dk
- Academic Support Team: academicsupport@nielsbrock.dk
- School Administrators: International@nielsbrock.dk
- Student Counsellors: ssu@brock.dk
- Module Tutor (see Moodle shell for contact details)

The best way to contact members of staff is via email. If you wish to have a meeting with a member of the team, you can make use of their advice and feedback tutorial times (also sometimes called 'office hours').

3.2 Personal Tutoring

All students are provided with a module tutor who can be contacted regarding any general academic matter. Should you have any personal concerns, please contact the student counsellors: ssu@brock.dk

You will have the opportunity to meet with your module tutors and counsellors during the first weeks of study, either individually or within a group, and begin to develop a positive relationship with them.

4: University Regulations and Policies

4.1 Partner Regulations

Niels Brock Copenhagen Business College has specific regulations in place which are available on our website: https://copenhagenbusinesscollege.com/

Niels Brock Policy

It is Niels Brock policy that our work and everyday activities are based on our 4 values;

Respect

Development
Excellence
Professionalism

We strive to incorporate these values in our daily work and hope to witness the values exemplified in numerous ways. The values are designed to ensure that your stay at Niels Brock will be remembered as a positive and wonderful experience.

Respect

Every student and staff at Niels Brock is treated with respect and we address each other politely. We ensure that students know where relevant information (be it written, oral or personal) can be obtained. We encourage you as a student to arrange approved ways of communication with your lecturers. Unless marked "confidential" all information regarding the normal administration of the programme is considered as public domain. Personal, confidential information should be given to the Academic Student Affairs Affairs Counsellor or Student Affairs Coordinator only.

If special arrangements have not been agreed on, please adhere to normal working hours when contacting lecturers, either via e-mail or phone. The working hours are Mon-Friday 8 a.m.-4 p.m. Administrative staff and management have specific office hours which should be respected.

Development

It goes without saying that things can always be improved. Therefore, the BA (Hons) Business Management Programme has Monthly Meetings between student representatives, representatives of the programme management and teaching faculty. You have ample opportunity to influence and improve the Programme at these meetings by bringing our attention to issues that can be improved and making suggestions to new ways and ideas. Minutes of the meetings and notes of action taken are reported back to student, staff and management representatives.

Excellence

Niels Brock want to be the best at what we do including delivering the best BA (Hons) Business Management Programme to you. This is done inter alia by ensuring that we adhere to De Montfort University policies and British and Danish quality assurance initiatives.

Professionalism

Every aspect of your time at Niels Brock should be met by friendly and professional attitude. We therefore strive to provide you with the best lecturers/tutors, communicate timely and competently and ensure that your work is treated professionally. Please consult your Module Guides for further specific information regarding submission and feedback policies.

4.2 DMU Regulations

As you are undertaking a DMU award, DMU's regulations will also apply to your study. When you register as a student you agree to follow these regulations. These regulations are divided into two

areas; ‘General Regulations’ and ‘Academic Regulations’, available here: **Student regulations and policies**

General Regulations explain how decisions are made in areas such as:

- Academic appeals
- Student discipline
- Examination regulations
- Health and safety policy

Academic Regulations set out the rules on assessment, progression and award standards. These regulations enable DMU to ensure its academic standards are appropriate and that all students are treated consistently and equitably.

If you have any questions about these regulations, you should speak to your tutor in the first instance.

Progression Agreement

Niels Brock Copenhagen Business College has a 1+2 and 2+1 progression agreement with De Montfort University. This means that students are provided the opportunity to study their first year or first and second years in Copenhagen, then progress to De Montfort University in Leicester to complete their studies

4.3 Attendance

You are expected to attend all timetabled sessions. Please note that you will be recorded as absent if your attendance is not recorded at your timetabled activities.

If you are ill for a maximum of three consecutive days, you do not need to contact anyone. However, in cases of illness beyond three consecutive days, please report the illness to the Student Support Unit, ssu@nielsbrock.dk. Acceptable evidence is required (Certificate from your Danish GP).

Please note that the Course Calendar offers study breaks according to UK/Danish academic traditions. Students seeking extended periods absence must obtain prior approval from the Student Support Unit, ssu@nielsbrock.dk, and approval will be granted only in extenuating circumstances.

Extenuating circumstances are situations that significantly hinder a student's ability to manage their academic responsibilities. These include disabilities or chronic health conditions, severe mental health issues affecting academic performance, legal obligations like court appearances, serious illnesses or injuries necessitating hospitalization or medical treatment, and family emergencies such as sudden illness or death of a close family member. Please note that evidence is required for each of these cases, and it must be provided by qualified professionals such as doctors or specialists.

Non-extenuating circumstances are typically considered part of a student's personal life and are not generally valid reasons for requesting special accommodations or extensions. Examples include attending social events like weddings, birthday parties or concerts, taking vacations or traveling for leisure purposes, participating in extracurricular activities such as sports tournaments or club events, volunteering for community service or charity events, personal commitments like family gatherings or reunions, part-time employment, attending cultural or religious events, and participating in recreational hobbies or leisure activities. Please note that leave will not be granted for any of the cases mentioned above.

Poor attendance may result in low marks or even fails, as attendance and performance in assessments are closely linked.

Also see the DMU General Regulations affecting students. Further details are included within Chapter One: DMU General Regulations: Chapter 1

4.4 Complaints

Your first port of call for advice and support should be your local module leader or senior member of the management team. It is our intention to deal with your concerns and queries as quickly and as efficiently as possible.

If you are unhappy about the advice you have received, or have encountered any difficulties in obtaining advice and guidance, you should put these in writing and forward this explanation to the relevant member of staff.

The relevant member of staff will consult with appropriate colleagues and respond to you **in 10 working days during term time** (a longer response period may be required outside term time to account for staff holidays).

Any complaint will remain confidential, unless it is felt that there is an issue of health and safety.

4.5 Academic appeals:

You have the right to appeal, on specified grounds only, for reconsideration of the decision of any assessment board.

More information can be found here:
https://www.dmu.ac.uk/current-students/student-support/exams-deferrals-regulations-policies/student-regulations-and-policies/academic-appeals.aspx

General Regulations and Procedures Affecting Students – Chapter 6 'Students' of appeal against Assessment Board decisions': DMU General Regulations: Chapter 6

4.6 Student Charter

De Montfort University has developed a Student Charter setting out commitments from the University to students, from students to the University, and from the Students' Union to students.

The charter will be updated on a yearly basis, and is a guide to your responsibilities at DMU, and will help explain what the university should do for you.

http://www.dmu.ac.uk/dmu-students/student-resources/student-charter/student-charter.aspx

4.7 Higher Education Achievement Report (HEAR)

When you graduate, as well as being issued with a degree certificate, you will be given access to your HEAR. This online document details your module results, alongside any extra achievements

such as internships, volunteering or student representative roles. This essential document is a great resource to support you in any future job applications.

Visit the DMU web page for more information on the HEAR:
http://www.dmu.ac.uk/dmu-students/your-dmu-experience/hear/higher-education-achievement-report-(hear).aspx

5: Management of the Programme

As a student, you will largely only see your programme from *your* perspective, but what follows is a very brief introduction to what goes into the management of your studies.

Address: De Montfort University programmes at
Niels Brock Copenhagen Business College, Sankt Petri 1, DK-1165 Copenhagen K, Denmark

Dong Hoang Interim Deputy Vice-Chancellor M: (+45) 22192621 E: dth@nielsbrock.dk	**Kathrine Lassen** Dean of Academic Affairs T: (+45) 3341 9395 E: kat@nielsbrock.dk	**Tulika Jaiswal** Programme Manager E: tuja@nielsbrock.dk	**Christina Hansen** Head of Student Service T: (+45) 23214624 E: chh@nielsbrock.dk

Teaching and Learning facilities

All De Montfort University Programmes at Niels Brock Copenhagen Business College are accommodated in the Sankt Petri building at Sankt Petri Passage 1.

The building is open on weekdays from 8 am – 10 pm during term time. It provides a modern, comfortable learning environment conducive to study at graduate and postgraduate level and comprises:

Classrooms/seminar rooms
Computer Lab with internet access, printers
Student Lounge with table and chairs
Library/Open Learning center
Auditorium
Canteen
Meeting rooms (available on request)

Further rooms – of almost any size and layout – can be booked by contacting the student administration.

5.1 Programme Management Boards

Your programme is managed by a Board which is comprised of members of the academic staff team (mainly the programme/subject and module leaders for a particular subject area), staff from DMU, and External Examiners (usually experienced academics from other Universities).

Programme boards meet in two modes:

- **Programme Assessment Boards (PAB)** meet to approve your marks, agree whether or not you can proceed into your next year and agree the final classification of your degree. Once the PAB has met, results are deemed to have been **ratified** (approved) by the University.
- **Programme Management Boards (PMB)** meet to review the management of your programme, and consider issues raised by Student Representatives.

5.2 External Examiners

Each programme has at least one External Examiner who is not part of DMU teaching staff but from another Higher Education institution. Their role is to assure academic standards on the programme and to ensure that students are receiving the best possible learning experience. The External Examiner acts as an independent and impartial adviser. They ensure that awards granted by the university are comparable in standard to those of other higher education institutions, that national subject threshold standards are complied with, and that the treatment of students is equitable and fair.

The External Examiner for this Programme is:

Name: **Dr. Kingsley Omeihe**

Note: The details provided relating to External Examiners are for information only. You must not contact External Examiners directly, nor with respect to your individual performance in assessments.

6: IT Resources

6.1 Student email

Partner email

The university will automatically create an e-mail account for you.
All students are also provided with NB email accounts which can be accessed using a web browser from anywhere with an internet connection

All email communication from the Niels Brock administration and lecturers will be sent to your @edu.nielsbrock.dk account. It is expected that you check your student email account daily for urgent issues. Please note that all email from the university will be sent to your official DMU student email address and/or your Niels Brock account. We are not able to use personal email

*Please note that your Niels Brock email account will be active only 3 months after the end of the programme

DMU email

DMU provides an email account to all students throughout their time at university. It is a free service that employs a web interface so it can be used from any computer or mobile device with a web browser and internet connection.

Your student email is in the format: **Pnumber@my365.dmu.ac.uk**
e.g. P1234567@my365.dmu.ac.uk

This email service is the official electronic communication system between the university and students. Therefore, students should regularly sign in to their accounts to check for messages.

Note that **all emails from the University will always be sent to your DMU student email address** (not your personal/private email address). It is your responsibility to check your email regularly and respond to emails from the University. Further information about the email system and the protocols for the appropriate use of email can be found on the DMU website.

6.2 MyDMU

MyDMU is your personalised student information portal and mobile app designed to support you while you study. It provides you with the latest university information and access to your online course materials.

Access MyDMU using your web browser: https://my.dmu.ac.uk

Login using your DMU username and password.

6.3 Virtual Learning Environment (VLE)

Partner VLE

Niels Brock will provide you with access to the local Virtual Learning Environment. Your lecturer will upload all relevant material concerning the module to this platform and you will have access to **Moodle/Mitnielsbrock** through the internet.

Mitnielsbrock/UMS schedule programme



Students will be provided with your timetable at the beginning of each semester. A personalised and updated timetable is readily available at Mitnielsbrock/UMS. Students can log in using their general Niels Brock login. Details of other scheduled events such as examinations, guest lectures and assessment deadlines will be provided by email. It is your responsibility to keep yourself informed of any examinations or assignment dates, changes to class times or location, scheduled meetings, mentor sessions and seminars/talks by **checking your Mitnielsbrock/UMS and email regularly.**

Books and Prints

All mandatory books and prints are included in the tuition fee and will be provided at the Induction session before the courses begin. Reading lists are available from the website and from Moodle/MNB.

DMU VLE

LearningZone is DMU's new Virtual Learning Environment (VLE) that is being rolled out from September 2023. It is used to support learning and teaching activities and provides access to your programme online learning materials.

Each module has its own shell and through these you will be able to access module learning content for your programme, including lecture recordings using DMU Replay, and participate in discussion forums relating to your module. You will also be able to access your module resource list (or reading list) which highlights key reading materials and resources. You will also be able to view your assignments and find guidance for submitting assignments online using Turnitin, a software which checks your work for originality.

There are online guides available in LearningZone under the 'Student Support' tab.

LearningZone access and login

Go to http://learningzone.dmu.ac.uk OR Select the LearningZone tile in MyDMU

Login using your DMU username and password.

7: Library Services

7.1 Introduction to Partner Library Services

The CBC Library is an academic library open to the students, faculty, and staff at Niels Brock Copenhagen Business College. It is located at Sankt Petri Passage 1, ground floor, and is open Monday through Friday from 07:00 to 19:00.

The library's collection supports the subjects taught at Copenhagen Business College, and includes books, periodicals and digital resources related to those subjects. Students can borrow up to 10 books at a time for a period of one month.
All mandatory titles are available in the library. Most recommended readings are available in the library, or digitally through the De Montfort University Library. They can also be obtained through the Danish public library system.
Access to all resources, including additional databases and helpful information on referencing and academic writing can be found on CBC-DMU library on Moodle page. Besides CBC Library, students and academic staff also have access to De Montfort University Library, which gives access to a wealth of digital resources.

The librarian Urania Sobrinho Beyer (library@nielsbrock.dk) can help students with searching information effectively, finding quality sources of information and referencing. The librarian is available Monday-Friday 9:00-15:00 or by booking a meeting, if outside these hours. Bookings can be made on CBC-DMU Library Moodle page.

7.2 Introduction to DMU Library and Learning Services

The DMU Library at Leicester supports the learning, teaching and research activities of DMU providing high quality resources, learning spaces and learning and academic skills development.

See the dedicated library webpage for partner students that outlines how you can access online information and support: https://library.dmu.ac.uk/partnerportal

Resources

Your home institution will provide you with the key resources that you will need for your assignments, such as books, journal articles and other material. However, you will also have access to the physical library at DMU and online books and journals where our licences allow for access.

Accessing online material

Your **single sign-on** username and password allows access to library and university functions, including: DMU student email account; LearningZone VLE (if applicable); computing services; and e-books, e-journals and databases where our licences permit usage. Your username is your university ID card 'P' number. You will initially login with a default password. We recommend for security reasons that you change this password for future access.
Databases and ebook collections that DMU can provide can be accessed from the relevant partner students libguide: https://library.dmu.ac.uk/partnerportal

Learning and Academic Skills online guides

DMU provides a number of online guides and tutorials that can help you with academic skills, such as Critical Thinking, Academic Writing, Referencing, Maths and Statistics. These can be accessed from the Support and Guidance tab of our Partner Students Webpage. Here, you'll also find links to online workshops that you can join or watch a recording.

Contact us

If you need help with accessing information from DMU Leicester, contact us via justask@dmu.ac.uk.

8: Assessment

8.1 How to submit assessments

Turnitin

Turnitin (available via LearningZone) is a text-matching tool used for plagiarism detection to which you will be introduced during your academic study. It is a web-based plagiarism detection tool widely used in UK universities and schools/ colleges. It searches the current and archived internet documents, papers submitted by other students, and identifies any similarities between texts. Refer to Chapter 4, Section 3 of the General Regulations and Procedures Affecting Students for more information on plagiarism. The aim of using this software is to deter plagiarism, rather than to detect it and punish you.

8.2 Assessment criteria and mark descriptors

When marking your work, your tutors use a set of assessment criteria against which each piece of work is assessed. Assessment criteria are usually stated with the assessment brief and are directly related to the learning outcomes for the module.

In assigning a mark to your work, tutors use mark descriptors which are the university's framework for assessment. The final mark awarded to a piece of work will be informed by how it corresponds to these mark descriptors.

Mark descriptors for both undergraduate and postgraduate study can be found in the DMU Assessment and Feedback Policy: Assessment and Feedback Policy

8.3 Assessment feedback

We are committed to ensuring that all students receive appropriate feedback on their assessed work. Feedback can help you improve your future performance. When you receive assignment feedback from your tutor, you will find a summary assessment of your work, which you should read together with the annotations made on the assignment itself.

These comments are intended to help you recognise your own strengths as well as identify any weaknesses. Please take these comments seriously and act upon any suggestions. You should also make an appointment to see the module tutor if you are unclear about written comments made on your work, or if you have any concerns about your progress on a module.

You can expect to receive your mark and feedback within **20 working days** of the submission deadline. Where possible, tutors will endeavour to return the work sooner.

You can view the University's full Assessment and Feedback Policy here: DMU Assessment and Feedback Policy

8.4 Deadline extensions, deferrals and leave of absence

It is expected that coursework deadlines will be met at all times. Extensions will only be given in exceptional cases, with prior consent of the module leader. Requests after the assessment date will not be considered unless the most exceptional circumstances are demonstrated. All requests must be supported by documentary
evidence (such as doctor's certificates etc.). Extensions are for a **maximum of 5 working days.**

Late Submission of Assessments
Work submitted prior to deadlines will be accepted and marked as normal.
Policy for the unauthorised late submission of work (Turnitin copy):

Late Submission up to 24 hours passed the deadline for submission	**24 hours or more actual days after the submission date**
The work will receive a mark of up to a maximum of 40% **	0%

**** Please note that this applies to first submissions ONLY. Late submission of a referred piece of work will result in a 0% fail mark.**

Requests for longer extensions (deferrals) must be submitted on a *'Undergraduate Programmes. Request for Deferral of Examinations and/or Coursework on Grounds of Extenuating Circumstances'.* You can collect these forms from the Dean of Academic Affairs. These requests will be considered by the Faculty Undergraduate Deferrals Panel. Students whose deferral requests are approved will be required to undertake a new piece of work at a time to be determined by the Panel. Requests after the assessment date will not be considered unless the most exceptional circumstances are
demonstrated. All requests must be supported by documentary evidence (such as doctor's certificates etc.).

8.5 Failed modules and reassessment opportunities

If you fail a module you may not meet the progression or award requirements for your level. If this is the case and you have sufficient reassessment opportunity, you may be required to retrieve the failure in order to progress or obtain an award. This is known as a **reassessment.**

Reassessment advice will be sent to you following the release of results. You should seek advice regarding failed modules and reassessment opportunities from the partner institution in the first instance. For more information on reassessment, see Section 2 of the Academic Regulations.

8.6 Academic Integrity and Misconduct

All students are expected to uphold DMU's principles of integrity, honesty and trust in their academic work. The work that you submit for assessment must be entirely your own and you must always acknowledge the use of any other sources in referencing conventions, as set out by the University. We also require that you comply with the University's assessment regulations, including those relating to conduct in examination or test conditions.

The policy is published online: Academic Integrity and Misconduct Policy and describes the definitions of academic misconduct that are broadly categorised into the areas listed below:

- Poor Academic Practice
- Plagiarism
- Contract Cheating and the use of Artificial Intelligence (AI) Generated Content
- Collusion
- Cheating in Examination or Test Conditions
- Acquiring and submitting work that is not produced by you
- Fabrication and/or falsification of information
- Re-using previously assessed material

Some of these definitions may not be the same as those you experienced at school, college or in countries other than the UK. It is therefore critical that you read the definitions set out in the Policy and ask a member of staff if you have any doubts or questions about their meaning. If you are studying in a partner institution located in a country other than the UK, these definitions still apply to you.

Where a member of staff suspects that there is academic misconduct in your assessment, they will gather initial evidence and will inform the module leader. The module leader may seek advice from an Academic Practice Officer where it is unclear if a potential case of academic misconduct has taken place, and may refer the matter to them for a decision.

The Policy outlines the sources of advice and support available to avoid academic misconduct.

8.7 Referencing

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

Referencing can seem complicated at first but, with practice and adherence to the designated referencing style, it is a good habit which can be achieved fairly quickly. There is support to help you to reference effectively.

This programme uses Harvard (Cite Them Right) as the referencing style.

Support and guidance about good academic practice can be found within the **referencing tab** from the relevant partner student libguide: https://library.dmu.ac.uk/partnerportal, including a link to **Cite Them Right** (a resource providing examples of referencing different types of material). You

can also use **RefWorks**, a tool that enables you to store your references in one place and automatically create a reference list or bibliography at the end of your document.

10: The Student Voice

10.1 Student Representation

The student representation system aims to ensure that all students have the opportunity to provide feedback on their educational experience and is one of the many ways in which the university engages with its students. The role of student representatives is to gather feedback from peers and report this to academic staff through formal and informal meetings.

The student representation system in place is as follows:

Programme feedback meetings are held as formal monthly meetings between student representatives and programme staff at Niels Brock. Minutes of the meeting are placed on the Niels Brock Moodle electronic learning platform and appropriate steps taken to remedy/improve the situation reported. Action sheets are developed and followed up on.

The outcome/status is reported back to student representatives at the next monthly meeting at the very latest.

Feedback to students from staff on their progression is made in accordance with provision given in each particular Module Guide. Special feedback forms may be employed.

Student feedback about modules is obtained using De Montfort University module evaluation forms at the end of the course.

Informal feedback by students to any member of staff is always welcomed as a more immediate method of communicating about the modules or the entire programme of study.

A list of student representatives and their contact details is available from Mitnielsbrock/Moodle.

Further information on student representation is available from De Montfort Students' Union at: https://www.demontfortsu.com/ or via the Department of Academic Quality at: http://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/student-voice/student-representation.aspx

10.2 Student surveys

A variety of mechanisms are used to gather student feedback, including questionnaires and surveys.

Surveys include:

- Module and programme surveys
- NB Students' Union monthly feedback
- DMU's annual student survey on academic and well-being issues
- NB's bi-annual well-being survey

11: Student Support

11.1 Student Administration

You are registered as a full-time student at De Montfort University and Niels Brock. Student registration takes place via the DMU Programme Office at Niels Brock.
You may contact the Programme Administrators at international@nielsbrock.dk for help, advice and support on a range of issues, including:

Admission
Tuition fee
Enrolment, student visa and student cards
Calendar/Timetable
Exam schedules
Graduation ceremony

11.2 DMU Student Administration at Niels Brock

The De Montfort University Student Administration Office at Copenhagen Business College is located on the ground in the Sank Petri Building. The primary function of the office is to take care of programme management and administration but also to provide advice on a wide range of student issues.

We hold leaflets detailing university procedures and protocols in respect of all areas as well as copies of the university regulations and all of the standard forms. We are able to give you contact details of our Academic Counsellors, Student Counsellors and all academic members of staff.

In short, we should be your first port of call if you require any help or advice; if we are not able to help you, we will know who can. We can arrange for academic and/or pastoral counselling and we have a separate room available should your problem be of a private or confidential nature. **Change of Address**

In order to ensure that students can be contacted promptly as necessary, changes in term time and home addresses, telephone numbers or email addresses should be submitted to the DMU Programme Administrators at Niels Brock, international@brock.dk

11.3 Student Counselling

If you encounter any problem that affects you and/or your course of study, please get in touch with the Student Counsellors (ssu@nielsbrock.dk) at Niels Brock who will help you come to terms with any set of problems, however trivial or serious. What you discuss will be strictly confidential, unless you give the Student Counsellors specific permission to contact someone else to help solve your problem.

11.4 Support Functions for students in Denmark

The Niels Brock International student support functions are also available to our DMU students in Copenhagen. We suggest you start by checking the information for international students at Copenhagenbusinesscollege.com, studyindenmark.dk, www.ihcph.dk. For further advice, contact the Student Support Unit (ssu@brock.dk).

11.5 Careers and employability support

The Careers & Employability team offers online Careers resources in the DMU Skills Hub – https://dmu.careercentre.me/Members Students should log on with their normal DMU username and password.

11.6 Education for Sustainable Development/Sustainable Development Goals

De Montfort University is committed to making a big difference to the Sustainable Development agenda, by using the United Nations' 17 Sustainable Development Goals (SDGs) as a focus for our teaching, research and other activities.

That means working to reduce poverty, promoting gender equality, caring for ecosystems, helping create economic prosperity for all, and much more. A major part of the work is embedding sustainability education across the university in taught courses for the benefit of students, staff and our wider community.

Our aim is to put sustainability at the heart of everything that DMU does, inspiring students to 'be the change', both at DMU and in their future careers. Find out more at: https://esdg.our.dmu.ac.uk/

At Niels Brock Charlie Mpengula (chmp@niels.brock.dk) is the Head of Sustainability tasked with integrating sustainability and the SDGs into all educations and curricula across programmes. The primary focus is building students' skills to work with sustainability and adding on to students' innovation and entrepreneurship capacity. You will therefore be invited to a number of events such as company presentations, workshops and may also choose to become part of the Niels Brock Copenhagen Business College Advisory Board on Sustainability.

12: Frequently Asked Questions (FAQs)

What should I do if I am ill or absent from university?
If you are ill for a maximum of three consecutive days, you do not need to contact anyone. However, in cases of illness beyond three consecutive days, please report the illness to the Student Support Unit (SSU@nielsbrock.dk). On your return, it is recommended that you check your module VLE sites and see your module tutors to discuss any work that you have missed.

Please note that the Course Calendar offers study breaks according to UK/Danish academic traditions, leaving little room for religious, political or festive traditions of other cultures. Students from cultures where weddings, funerals, New Year celebrations, etc. require their attendance for considerable time must contact the Dean of Academic Affairs as soon as possible to make any arrangements required. Students are strongly encouraged to abstain from long absences during the academic year.

How do I notify the University of any changes in my personal details (e.g. term-time address)?
You need to let the student administration (international@nielsbrock.dk), know of any changes in your personal/contact details during the year.

What should I do if I can't log into myDMU, DMU student email or other DMU University online systems?
If you have any problems accessing your DMU account, please contact IT support:
itmsservicedesk@dmu.ac.uk

https://www.dmu.ac.uk/about-dmu/professional-services/information-technology-and-media-services/service-desk.aspx

For Niels Brock IT systems, Mitnielsbrock/Moodle, NB email account, you need to contact:
support@brock.dk

What should I do if I need advice about personal issues?
Your first port of call if you are experiencing personal issues that are having an impact on your studies is your student counsellor (ssu@nielsbrock.dk).

What should I do if I am thinking of interrupting my studies?
If you are prevented from continuing your studies for ill-health or another legitimate cause, you must apply for a leave of absence. You will be expected to provide a written explanation of the circumstances, accompanied by evidence to support your request; leave of absence will not be considered without third-party evidence to support it. Requests must be sent to the student administration (international@nielsbrock.dk), before the final submission deadline for work on your programme.

What should I do if I am thinking of withdrawing from my studies?
Sometimes students decide that they wish to leave their programme at the University completely. If you are considering withdrawing or transferring, please see your student counsellor to discuss

the matter. If you do decide to withdraw, you must inform the University in writing (international@brock.dk). You will be asked to state your last day of attendance. You should also seek advice on the financial implications of withdrawal from study.

It is most important that you do not leave without telling us and that you inform us of your last date of attendance. If you do leave without officially telling us, then your last day of attendance will be the end of the academic year.

13: Scholarships

For further information please visit the NBCBS website at https://copenhagenbusinesscollege.com