

Nottingham University Business School Malaysia

Undergraduate Student Handbook

2024-2025

WELCOME

Welcome (or welcome back) to Nottingham University Business School. This handbook is a guide for both new and returning undergraduate students and should be retained as a first point of reference for information on the Business School throughout this academic year. The answers to many of your questions can be found within these pages, so please read them thoroughly.

First year students are strongly encouraged to familiarise themselves with the entire contents of this guide in their first few weeks at the University.

All students are advised to make themselves familiar with the extended online materials now available on the Business School's Undergraduate Homepage on Moodle.

Disclaimer

While every care has been taken to ensure that information contained in this Handbook is true and correct at the time of publishing this document (15 September 2024), changes in circumstances after the time of printing may affect the accuracy of this information. You are encouraged to check with Fass student support (fass.studentsupport@nottingham.edu.my) if you have enquiry on specific information in this Handbook.

PROGRAMME CONTACTS

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Examinations Officer	Dr Maha Muhammed Yusr E-mail: Maha.Yusr@nottingham.edu.my
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Disability Liaison Officer (DLO)

DLO for UG programme

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1. STUDYING IN THE BUSINESS SCHOOL

We hope that you will enjoy your career as an undergraduate student, and that you will do well in your studies. The Business School strives to provide you with a pleasant and engaging learning environment, and we expect that you will contribute positively to our community. In particular, we would also ask that you treat others with respect, and that you always communicate with both members of staff and fellow students in a polite and professional manner.

Credits & Courses

All undergraduate students in the University need to complete 120 credits of courses in each of the three assessed years of study that comprise an undergraduate degree. Some of these courses will be core, while others will be chosen as options.

All **new** undergraduate students will have access to **Online Course Enrolment**. The OCE lists your core courses for the academic year (both semesters- Autumn and Spring). You are required to add the optional courses you have chosen to complete the form. The form must be completed within 14 calendar days (normally) after the induction day or advised otherwise by the course enrolment team.

For all **returning** undergraduate students, you will be asked to complete the **Online Course Enrolment** in the month of April each year. The form must be completed within the stipulated deadline indicated by the course enrolment office. At the start of every semester, if you wish to drop your optional courses added in the earlier Pre-enrolment exercise, and add with a new courses course, you will have to complete the online course enrolment form.

All undergraduate students are required to participate in the Pre-enrolment exercise in the month of April each year. You will be notified by the course enrolment office when this exercise is taking place.

Managing Your Time

A 10 credit course involves 100 hours of student work and a 20 credit course involves 200 hours of student work. Some of this time is spent in the lectures that appear on your timetable. Other working hours will be spent in small-group teaching sessions that you will sign-up for using our Moodle online learning environment as each individual course convenor will explain. However, the majority of your study will take place outside of formal contact hours. **This means that you will need to learn to work independently and to take responsibility for your own education by carefully planning and managing your time.**

Working consistently on your studies throughout each semester is the key to obtaining a good degree. It is simply not possible to do well at university using the question-spotting and revision-cramming techniques that many students rely on when taking A-levels or other school examinations.

The Importance of Your First Year

At the University of Nottingham, marks obtained in the first year of an undergraduate degree are not used in determining your final degree award. **However, your first year is still very important as it provides the foundation for future academic success.** Students who do not do well in their first year seldom excel in their degree and will be excluded from important opportunities like company internships and study abroad options. Students who do not obtain sufficient marks in their first year (possibly after re-sits) will have their degrees terminated.

1.1 Attendance & Attendance Monitoring

Students are required to attend all teaching activities necessary for the pursuit of their studies, undertake all associated assessments and attend meetings and other activities as required by their School or the University. In addition, international students are required to maintain at least 80% attendance average during their study, failure to do so may negatively impact their student visa approval process and ability to continue studying at UNM. Where required the University will report non-attendance to appropriate authorities including the immigration authorities.

Please see the [Quality Manual](#) for further details on attendance and engagement regulations at the University. **It should be read in conjunction with UNM's Supplementary Policy on Attendance,** and the Attendance Monitoring Procedure at schools and departments. Please refer to the University's website for further information.

Where students face difficulty in attending sessions, teaching activities, meetings or other activities required for their studies, it is their responsibility to inform their faculty office and to provide a satisfactory explanation. Request for authorized absence should be done using the Absence Request form.

UNM has a system in place to monitor attendance during the academic year. A drop below the attendance requirements set out in the above policies may trigger a warning and/or an Attendance Intervention

Meeting (A.I.M). **It is important that students attend A.I.M's to discuss the reason(s) for absences.** By not doing so, the School/Department will assume that there is no satisfactory explanation. Where student's absenteeism reaches to the point that it is not possible to continue with the course, the Student Registry Office will write to the student stating that they will be deemed to have withdrawn from the University and their student record will be amended to show that they have withdrawn.

1.2 Students with a Disability or Long-Term Medical Condition

The Business School is strongly committed to equality of opportunity in its provision for students. You can learn more about support available for students with a disability and other support services at: <http://www.nottingham.edu.my/Wellbeing/Home.aspx>

The Business School has its own DLO who provides support, advice and guidance for Business School undergraduate students who may be experiencing personal problems or any issue that may be having an impact on their studies. The role of the Disability Liaison Officer is intended to complement that of the Personal Tutor.

You can see our DLO on any matter that is causing you concern or that is a worry to you, and your meeting with him will remain confidential. Our DLO can help you directly, or he can refer you to more centrally available services within the University if further support is required.

Our DLO can support recommendation for you to be referred to the University Wellbeing and Learning Support Center (Counselling Office) on issues such as difficulties in settling into a new way of life, self-esteem, poor concentration, anxiety, low-mood, depression, and worries about drug, alcohol, eating disorders, to manage to deal with the loss of a close friend or member of family, relationship problems, family concerns, your own health or members of your family's health, or whatever is a worry or a distraction that is impacting on you studying effectively. Our DLO is a very good first point of contact for any of the above issues within the Business School. Should any issue potentially need to be raised at a relevant Examination Board meeting, your permission will always be requested before any disclosure is given.

If you have a disability, specific learning difficulty and/or a long-term medical condition you are strongly recommended to contact DLO as soon as possible. Students with disabilities and/or learning difficulties may be made additional provisions to support their

studies (e.g. classroom, notes provisions; additional time for examinations, coursework; special venues for exam etc.). Requests for such support can be made via our DLO (see [page 2](#) for contact details). You should note that there are specific deadlines each semester for submitting requests for support in examinations, and these must be strictly adhered to. Please notify our DLO at the start of the semester.

Please be assured that no information concerning any disability you declare will be released to any third party without your explicit permission.

1.3 Personal Information & Data Protection

The Business School and the University respect the right to privacy of all present and former students, and hence expect all parties maintaining records containing personal or confidential information to comply with the Data Protection Act (1998) and the Malaysian Personal Data Protection Act 2010. You should therefore note that no personal information held on you in the Business School in either electronic or hard copy format will be released to any third party without your explicit permission. The only exceptions are where such information is required on a matter of internal University business or where disclosure may be required by law.

The above means that the Business School cannot and will not disclose or discuss your marks, academic performance and/or other circumstances with any third party – including your parents or other students – without proof of your consent for such personal information to be disclosed. If, however, an actual or potential employer request to see a transcript, we operate on the assumption that you have consented to the provision of this information via the completion of your induction receipt.

1.4 Conduct & Communication

During your undergraduate career, we hope that in addition to excelling academically, you will develop your personal and professional skills. When you seek graduate employment, assessment centres and other recruitment mechanisms will rigorously assess these qualities, and hence it is very important that you learn how to communicate and behave in a professional manner. We would also hope that you will want to contribute positively to our community by engaging in appropriate forms of written, spoken and electronic communication,

and by respecting the right of others to study in a pleasant and supportive environment.

In practical terms, the above means that we expect all undergraduate students:

- **To be courteous and to use appropriate language in all interactions. This includes acting professionally in all face-to-face meetings, email exchanges, web forum discussions, and social media posts.**
- **To arrive on time for all lectures, tutorials and other teaching sessions.**
- **Not to disrupt lectures or other teaching sessions by talking or by leaving early without very good reason.**
- **To actively engage in a timely manner with all University and Business School undergraduate administrative processes, and in particular with those related to course and examination registration and coursework submission.**
- **To attend all scheduled personal tutor meetings.**

1.5 Use of Your University Email Account

As soon as you register with the University you will be provided with a University email account that is accessible from any computer with web access. **Both the University and the Business School expect you to use your University email account for all communications related to your studies or administration thereof.** You must therefore check your University email account on a regular basis. Web-based access is available via:

email.nottingham.edu.my

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2. SERVICES & INFORMATION

2.1 Quick Guide to Support & Information

The Business School is large and complex. While the rest of this handbook provides detailed information on many things, reproduced below is our quick guide that we hope will help you to rapidly find the information or support you require.

- **HELP WITH THE SUBJECTS YOU ARE STUDYING:** If you have questions about what you are being taught, please visit the Moodle page for the course concerned, consult its course outline, or ask the relevant course convenor or other members of a course's teaching staff.
- **HELP WITH STUDY SKILLS:** If you need help with adjusting to university education and/or with your study regime, please contact our Campus/School Senior Tutor (see contact details [here](#)).
- **HELP WITH PERSONAL PROBLEMS:** If you are experiencing personal problems, please contact our DLO (see [page 2](#) for contact details), or your personal tutor (see [page 13](#)). If your personal problems include health matters, or other issues that may impact your studies, you should always contact our DLO (see [page 2](#) for contact details). See also *Help with Extenuating Circumstances* below.
- **HELP WITH EXTENUATING CIRCUMSTANCES:** All personal, medical or other problems that may affect your work and which therefore need to be documented must be discussed with our DLO (see [page 2](#)). If you have questions concerning the potential impact of extenuating circumstances on your final degree award, please contact our Examinations Officer (see [page 2](#) for contact details).
- **HELP WITH ADMINISTRATIVE MATTERS:** If you require assistance with your timetable, course registration, examination registration or other administrative matters, please visit the NUBS administrative office, or contact the administrator for your degree course (see [page 2](#) for contact details).
- **HELP WITH CHANGING YOUR COURSE OR LEAVING THE UNIVERSITY:** If you are thinking of changing your course or leaving the University, please discuss this with your personal tutor and/or our Director of Undergraduate Programme (see [page 2](#) for contact details).
- **HELP WITH PROGRESSION & DEGREE AWARDS:** If you have questions concerning the implications of your results, or how your

degree will be awarded, please contact our Examinations Officer (see [page 2](#) for contact details).

- **HELP WITH ACADEMIC MISCONDUCT:** If you are ever accused of academic misconduct you will be formally invited to a meeting by our Examinations Officer. After receiving such an invitation, you may wish to discuss your case with your personal tutor or an Education Adviser from the Student Association.
- **HELP WITH APPEALS & COMPLAINTS:** If you are thinking about making an appeal or complaint, please contact our Examinations Officer (see [page 2](#) for contact details).
- **HELP WITH STUDYING ABROAD:** If you are interested in studying abroad at one of our overseas campuses or information on wider exchange opportunities, please contact the international office (see further contact details [here](#)).
- **HELP WITH PROBLEMS WITH YOUR PERSONAL TUTOR:** If you have problems with your personal tutor, please contact our Campus/School Senior Tutor (see contact details [here](#)).
- **HELP WITH CAREERS & EMPLOYABILITY:** For information on the Business School's employability and professional development programmes, and how to use them for the Nottingham Advantage Award, please see our Director of Student Support and Student Experience (please click [here](#) for contact details) who will be able to connect you with the University's Careers Office if you require more general careers support.
- **HELP WITH A DISABILITY:** If you require support for a disability, please contact our DLO (see [page 2](#) for contact details).

2.2 FASS Administrative Office

The FASS administrative office is located at EA30 Orange Building, and is open Monday to Friday between 9am and 5:30pm (and will be closed for lunch from 12.30pm to 1.30pm) to answer general enquiries and for the return of administrative documentation. Please note that:

- Some form of identification (most usually your Student ID issued by the university) will be required when you are collecting any documents.
- No documents will be supplied to a third party without a student's written permission.
- The notice boards in the Undergraduate Notices Area should be consulted regularly for course and administrative information.

- The database used to administer all Business School undergraduate courses is run from the NUBS administrative office. You should therefore ensure that any changes to your contact details or other personal circumstances are notified to the NUBS administrative office as soon as they occur. Changes of contact details should also be updated via the MyNottingham portal.

2.4 The Personal Tutor System

Every student studying for a single or joint honours degree in the Business School is allocated a Personal Tutor. This will be an academic who will usually act as your main point of academic and personal contact with the Business School and University throughout your undergraduate career and beyond. Please read carefully the **Tutoring Statement** via the Business School's Undergraduate Homepage on Moodle and the Undergraduate **Personal and Academic Records (PAR)** also available on the Moodle page. The details of the Personal Tutor System can be obtained from the PAR.

This Personal and Academic Record (PAR) is designed as a working document for you to refer throughout your time at the Nottingham University Business School. Combined with the Personal Tutor System the PAR provides the main focus of the School's academic and personal support. Under the Campus Solutions system, PAR is maintained as Advisory Notes in the MyNottingham portal.

2.5 Personal Development Goals

At the start of each Semester, your personal tutor will invite you to set and reflect on one or more personal development goals (PDGs). Such goals may relate to any area of potential achievement other than those for which you are explicitly provided with an assessment grade or academic University award. By setting, achieving and reflecting on your personal development goals, you will hopefully maximise your experience of your time at the University of Nottingham, and should improve not just your employability, but possibly also your well-being and/or sense of community. Goal setting and review also provides an opportunity for your personal tutor to get to know you better and, in particular, to be better informed when they are writing your references.

During each meeting the tutor will key in the details of your meetings with him/her into the system. The information is agreed upon by both the tutee and tutor. The records are stored in the MyNottingham portal for your future reference and is confidential. Your tutor will also monitor

your development or tutoring activities online. This allows the tutor to have a reference on your achievement and will be able to write references that are more informative on your behalf.

2.6 Student Evaluation of Teaching & Courses

At the end of each semester, you will be invited to provide feedback on your courses and teaching. This feedback, and summary reports thereon, will then be fed into a range of course and course review processes, including staff appraisals. Therefore, your responses are very important, and you are asked to complete our student evaluation of teaching (SET) and student evaluation of course (SEM) processes carefully and responsibly.

2.7 Computing Facilities

The IT Service Desk (03-8924 8199, [email: ITServiceDesk@nottingham.edu.my](mailto:ITServiceDesk@nottingham.edu.my)) is available to assist you in computing facilities related matters.

Protecting Your Account Details

Please make sure that you protect your University username and password. In particular, you should ensure that you always logout from a computer when you have finished using it. If you do not then somebody else could gain access to your personal files, emails and print account.

Code of Practice for University Computing Facilities

In using the University's computing facilities you become bound by its Code of Practice. Among other things, this requires that you do not attempt to load any of your own software (including software downloaded from the Internet) onto any Business School or other public access University PC.

Wireless Network Hotspots

If you have a smartphone, tablet, laptop or other WiFi-enabled computing device you should be able to establish a wireless connection to the University Network in most parts of the Business School Orange Building. You can contact IT Service Desk for more information- 03-8924 8199, [email: ITServiceDesk@nottingham.edu.my](mailto:ITServiceDesk@nottingham.edu.my).

Keeping Back-ups of Your Work

Please ensure that you always keep back-up copies of your work on USB keys or by using online services such as OneDrive, Google Backup

and Sync or Dropbox. You should not attempt to use the hard disk in any University PC for file storage, as user files are removed from these machines every time a new user logs on to the network.

2.8 Electronic Learning Resources (Moodle)

Across the University an online learning environment called Moodle is used to support student learning. Moodle can be accessed from **moodle.nottingham.ac.uk** using your University username and password, and contains a section on every Business School programmes and courses. There is a homepage for the Business School's undergraduate programme on Moodle, **Undergraduate Programme Page (Business School) (MY)** via **<http://moodle.nottingham.ac.uk/course/view.php?id=11309>**, which should appear in your 'Current Courses'.

On our undergraduate homepage, and on every Business School course page on Moodle, there is a special navigation area known as the "Business School Block" that provides fast access to all undergraduate business courses via a drop-down list. There is also a link in this block to the Business School's Undergraduate Programme page. In addition, the Business School Block provides access to the specification, past exam papers, generic assessment feedback and review for each course. You are strongly advised to spend some time becoming fully acquainted with Moodle, and in particular the facilities available to you via the Business School Block.

2.9 Social Media

Connect with NUBS Malaysia at the following social media accounts:

Facebook, Instagram and Twitter: **@nubsmalaysia**
LinkedIn: **[linkedin.com/school/NUBSMalaysia](https://www.linkedin.com/school/NUBSMalaysia)**

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2.10 The Library

The Library is located in **Block G**. A vast majority of the books and journals that you will require for your studies can be found at this Library or through the Information Gateway. Getting familiarised with the library and information services (e.g. UNMCLOC, UNMC e-Library Gateway, Athens) are key toward succeeding in University.

- To locate the books that you require, use the web-based catalogue, <https://nusearch.nottingham.edu.my> Check the Availability, make a note of the Location and find it on the shelves. The catalogue includes eBooks and Journal titles.
- The University Student Card is also your **Library card** which you must produce to borrow books. Bring your items to the self check-out machine for borrowing and returning of books. There is also a "Library Book Return" slot (or the 'drop box') near the Library's main entrance which may be used to return books outside of library opening hours.
- **Fines** are charged for library items returned late.
- If you require a book which is not owned by the University Library, there is an Inter-Library Loan (ILL) facility which you can use in order to borrow a limited number of books from other universities. To use the ILL facility you will need to obtain a tutor's signature in advance to confirm the importance of your request. To learn more about ILL, please read <http://www.nottingham.edu.my/IS/LibraryServices/using/Inter-LibraryLoan.aspx>
- For your studies, you will need to use a range of electronic information sources. You can access scholarly journals, major bibliographic databases, company information, market intelligence, online newspapers and much more through the **UNMC eLibrary Gateway** (available from

<https://www.nottingham.edu.my/thelibrary/FindingResources/index.aspx>, or from the Nottingham Student Portal).

The Library is organizing various sessions for 1st, 2nd, and 3rd year students such as the Library Clinic (learn library skills over lunch hour), and Information Skills sessions on accessing databases and electronic resources. Visit the Library for more information and to sign up.

For further information, look up Library Services on the University website <https://www.nottingham.edu.my/thelibrary/index.aspx> or speak to a library staff member.

2.11 Access to Academic Staff

Meetings with members of academic staff as both academic advisors and personal tutors are strongly supported by the Business School subject to the obvious resource constraint of available staff time. Each semester, updated notices indicating availability for consultation are posted on the doors of all academic staff.

Most lecturers welcome contact electronically, via email or in particular via the Moodle online forums for their course(s). If you are unable to contact lecturers after emailing or calling, you can visit the NUBS administrative office in the Business School, Block E, Orange Building.

2.12 The University Quality Manual

In order to constantly maintain and improve its academic and administrative standards, and to ensure equity across all courses, courses and programmes, the University of Nottingham has created a Quality Manual of standards and procedures to which all Schools must comply. We do not ordinarily expect you to read the Quality Manual, as critical sections are included or summarised in this handbook. However, should needs dictate, it is available online at:

nottingham.ac.uk/academicservices/qualitymanual

2.13 Accounting and Marketing Accreditation

There are a variety of different UK professional bodies such as ICAEW, ACCA, CIMA, CIM and the Australian professional body CPA Australia offering accounting and marketing qualifications. During your degree you will get the opportunity to research these, and meet employers, to help you decide which one you may wish to pursue.

Students graduating with a degree in Finance, Accounting & Management, or in Management, obtain some degree-level exemptions from each of the major UK and Australia bodies' professional examinations. For more information, please read the document available online on Moodle (Accreditation from professional bodies) or email our Deputy Director of Undergraduate Programme (see [page 2](#) for contact details).

2.14 Central Student Support & Development Services

The University centrally offers the following suite of support services:

- **Wellbeing office** provides a range of services to support your studies. Academic Support provides general study support for all students and specialist academic support for students with dyslexia, dyspraxia and other specific learning difficulties. It also co-ordinates support and access arrangements for disabled students and those with long term medical conditions.
- **The Accommodation Office** provides assistance in finding suitable accommodation and information provision relating to the same. The Accommodations FAQs page is [here](#)
- **The Careers and Employability Service** provides support in acquiring and developing the knowledge and skills required in managing career development, and as well as offering support and guidance in producing effective applications for employment and further study, including, where appropriate, an effective CV.
- **The Counselling Service** is a free, confidential service that enables any student to talk to somebody in confidence about any matter of concern. Counsellors are professionally qualified and work within the ethical framework for good practice as published by the British Association for Counselling and Psychotherapy.
- **Financial Support** provides information about financial matters (including fees, student loans, bursaries and scholarships), as well as access to hardship support and information on the same.
- **The International Office** can offer support to international students on issues such as immigration, employment, finance, personal and family concerns, and academic difficulties.
- **The Centre for English Language and Foundation Education** (CELFE) provides English language support for students, including in-session language courses that students can take in parallel with their degree studies.

3. PROCEDURES & REGULATIONS

3.1 How to Submit Coursework

All undergraduate coursework should be submitted via the online learning platform—Moodle; unless you are specifically told otherwise by a course convenor. We do not accept coursework submitted via e-mail. Appropriate coversheets for individual and group pieces of work can be downloaded from:

<http://moodle.nottingham.ac.uk/mod/page/view.php?id=1826591> for individual coursework;

<http://moodle.nottingham.ac.uk/mod/page/view.php?id=1826585> for group coursework.

All coursework should be uploaded to Moodle in Word or PDF formats (unless advised otherwise by the course convenor).

The deadline for coursework submission on any working day is 3:00 pm.

IN THE INTERESTS OF FAIRNESS AND CONSISTENCY, THIS DEADLINE IS STRICTLY APPLIED. You can avoid feelings of panic by completing and submitting work earlier than scheduled.

Please read the coursework guidelines for each course carefully. The Turnitin score (used as a tool for checking plagiarism) may vary by course and the number of times you can submit a coursework onto Turnitin may vary by course.

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3.2 Coursework Standardised Format

Coursework Submission Requirements:

A maximum word count will be set by the course convenor and must be adhered to. The penalty for exceeding this limit is a **five mark deduction**.

- The **actual word count** of the assignment must be stated by the student on **the first page (cover sheet)** of the assignment.
- The overall word count does include citations and quotations.
- The overall word count does not include the references or bibliography at the end of the coursework.
- The word count does not include figures and tables.
- Appendixes may or may not be included in the word count as specified by the Course Convenor.

Students should prepare and submit their coursework assessments in the following format:

Font: Verdana 11 point

Spacing: 1.5 spaced

Margins: Normal (2.5 cm)

Printing (for non-electronic copies): double-sided

Referencing: Harvard citation style (see pages 31-34 for details)

3.3 Late Submission of Coursework

If coursework is submitted after the official deadline (3pm) without an extension having been obtained, five marks will be deducted for each working day, or part thereof, after the specified deadline time that the coursework is late.

The above means that if work is submitted, for example, at 3.20pm on the day after the deadline, ten marks will be deducted. Therefore, in this situation, a pass at 47% would become a fail at 37%. This is a general University regulation applied equally across all Schools and Faculties and is not open for student negotiation.

Please note that the deadline is generally 3pm on the submission date (unless otherwise advised by the course convenor). As submission deadlines approach, pressure on computing facilities across the University is inevitably intense and it is therefore always best to be prepared and a little ahead of the crowd. Indeed, you should note that excuses such as “the internet is slow” or even “I completed my essay but the file is missing” are not sufficient to avoid the penalties for late coursework submission. **To be clear, you should not leave things**

until the last minute and should not assume that all systems will always work flawlessly.

In accordance with the University's Quality Manual, in normal circumstances, marked coursework and associated feedback should be returned to students within **15 working days** of the published submission deadline. Therefore, students submitting work before the published deadline should not have an expectation that early submission will result in earlier return of work.

Where coursework will not be returned within 15 working days for good reason (for example in circumstances where a student has been granted an extension, illness of course convenor, lengthy pieces of coursework, or the return timeline overlaps with the exam period), students will be informed of the timescale for the return of the coursework and associated feedback.

Additional circumstances where coursework may not be returned within 15 working days for good reason can include the University closure dates. Therefore, where this applies, you will be informed in advance of the date coursework feedback will be provided to you.

3.4 Coursework Extension Requests

If you believe that you have a legitimate reason to request for a coursework extension, please complete the extenuating circumstances form (ECF) online (see [section 3.13](#) page 28 for further details). If you need advice on completing the ECF, please contact your personal tutor or the programme DLO (see [page 2](#) for contact details).

Please be aware that extensions will only be given in exceptional circumstances such as illness (which needs verifying evidence from a doctor) and in the case of significant personal/family problems. Short-term illness (less than 7 calendar days) is not normally regarded as an extenuating circumstance to support an extension for coursework, as students are given several weeks/months to complete the work. In particular, note that computer problems (including printing difficulties) will not be accepted as a reason for granting extensions.

Making a claim: If you have submitted a request for an extension but you have not received confirmation by the submission date, you must submit whatever work you have completed at the time of the deadline onto Moodle, such that if necessary, it can form the assessment. This work will only be marked should the claim for an extension not be

accepted. Therefore, to ensure that you receive confirmation of an extension request, please seek support at the earliest opportunity.

Any student who has not completed their work because of claiming an extension should continue working in order that, *should an extension be granted* (which would be from the original submission date), they have been able to take full advantage of any extra time allowed.

ALL late assignments without extenuating circumstances will be penalised and marks will be deducted on the lateness of submission at the rate of 5 marks per working day, or part thereof.

If a claim for extenuating circumstances is approved beyond the deadline, late penalties will not be implemented. Penalties will apply in all cases where claims are deemed to have insufficient grounds or inadequate written evidence.

If an extension is granted beyond the 15 working days coursework return period, you may be required to defer the completion of the assessment to the re-sit period (July-August), or in exceptional circumstances, a new question may be released. Please ensure that you liaise with our DLO as soon as possible if you are having difficulties completing your coursework.

3.5 Religious Observance

The University of Nottingham respects the rights and religious views of its students. If you are unable to attend an examination on a particular day for religious reasons, you have to liaise with our DLO (see [page 2](#) for contact details) at the start of a semester or latest by 14 calendar days after the commencement of each semester.

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3.6 Business School Undergraduate Marking Guide

Class Mark Comments

1st	80+	Outstanding piece of work: <i>All major and minor objectives achieved. Thorough comprehension and informed criticism. Evidence of work beyond question and some originality. Free from errors and showing analytical skills.</i>
1st	70-79	Excellent piece of work: <i>All major and some minor objectives achieved. Thorough comprehension of the issues involved. Familiarity with the source material. No major errors and only occasional minor errors.</i>
II-1	60-69	Good piece of work: <i>Most major objectives achieved. Understanding of salient issues. Adequate grasp of the general area. No major errors though some minor errors.</i>
II-2	50-59	Middle of the range piece of work: <i>Basic question covered. Treats and understands most relevant issues. Material a bit thin and/or poorly focused. Possible major and some minor errors.</i>
III	40-49	Adequate if poor piece of work: <i>Few major objectives achieved. Demonstrates understanding of general field. Inadequate reading/preparation. Occasional major and some minor errors.</i>
Fail	30-39	A failed but still relevant piece of work: <i>A very weak or tangential answer to the question set. Shows some understanding of the general field. Very poor reading/preparation or demonstrated skill level. Major errors with major objectives not achieved.</i>
Fail	20-29	A badly failed and largely irrelevant piece of work: <i>An extremely weak answer to the question set. Shows only a poor understanding of the general field. No evidence of reading/preparation or required skill level. Many major errors and very little relevant material.</i>
Fail	0-19	A very badly failed, irrelevant &/or incomplete piece of work: <i>No evidence of being an answer to the question set, or so insubstantial that it cannot be marked as such. Lacking even tangentially relevant material. Totally unsound and demonstrating no required skills base.</i>

3.8 Examination Results & End of Year Progression

At the end of your first and second years of study, you need to satisfy both the University's general progression regulations, as well as any additional progression requirements related to your particular programme of study. For single honours undergraduate students in the Business School, requirements are as follows:

If you achieve a pass mark of 40 or more in every course you will automatically progress into the following year [Regulation 9].

Should you obtain fail marks (i.e. course marks below 40), you can still 'compensate and pass' to the following year provided that:

- You have passed at least 80 credits of courses, have an average across all courses of at least 40% and have no course marks below 30 [Regulation 10a]; OR
- You have passed at least 100 credits of courses and have an average across all courses of at least 50% [Regulation 10b] OR
- You have passed at least 90 credits of courses, have marks of 30 or more in courses worth 110 credits and have an average across all courses of at least 45% [Regulation 10c]

There is no progression requirement at the end of the final year.

In order to graduate, you need to obtain a minimum degree average of 40%.

3.9 Re-sit Examinations

If you do not pass progression you have an automatic right for a single re-sit attempt in all failed courses.

You will be automatically entered for all of your re-sit exams, with the assumption being that you will take them in the Malaysia Campus.

International students may take their re-assessments overseas but must formally request permission to do so when information regarding overseas re-assessment information is communicated by the Exams Office. Further details can be obtained from the NUBS administrative office.

If you fail one component of a course, and the resit method is not identical to the component failed, this is called a *supplementary resit*.

Supplementary resits replace the marks of **failed components** of the course (for progression purposes). For example, if a course has two coursework components and one exam, and you pass the exam component but fail the coursework components of that course, the

supplementary resit would replace the coursework components. Assuming you received a 45% for the resit exam, the calculation would be done as follows:

First sit/resit	Component:	Mark received:	Component mark:
First sit:	CW1 @ 20%	20% (failed)	4%
	CW2 @ 40%	30% (failed)	12%
	Exam @ 40%	50%	20%
		First sit course mark:	36%
Resit:	Resit exam @ 100%	45%	
	Resit mark CW1 @ 20%	45%	9%
	Resit mark CW2 @ 40%	45%	18%
	Exam @ 40%	50%	20%
		Resit mark:	47%

If a student fails all components of a course, the mark for the resit is applied to all components. Where the resit mark is lower than the first sit mark, the higher of the two marks will be used.

Notwithstanding any of the above, if you feel that you have been treated unfairly during the assessment process then you have the right to appeal, although you should note that the grounds for appeal are limited. Students wishing to appeal are advised to seek guidance from an Education Adviser in the Students' Association or their personal tutor.

Please note that marks obtained in re-sit examinations are used for the purposes of progression only. It will therefore always be your first sitting marks that will appear on your final degree and other mark transcripts (unless you have taken assessments 'as if for the first time' on medical or personal grounds as detailed in the following section).

Please liaise with our Examinations Officer (see [page 2](#) for contact details) for further information on Re-sit Examinations and Progression.

3.10 Missing Examinations and Repeating Assessments

If you miss an examination or other assessment on medical or personal grounds, please complete the extenuating circumstances form (ECF) online (see [section 3.13](#) for further details). If you need advice on completing the ECF, please contact your personal tutor or the DLO. Your reason for missing the examination or other assessment will then be considered in a relevant panel/board. If your extenuating circumstances are accepted, you will be permitted to be assessed 'as if for the first time', and most usually in the August re-assessment period as indicated in the previous section. Please note that your offered re-assessment may not always be in exactly the same format as the assessment you missed, as it is logistically impossible for students to repeat some kinds of in-class tests or group project work. Please see [section 3.13](#) on for more information on potential extenuating circumstances claims.

3.11 Examination Arrangements for Students with a Disability or Long-Term Medical Condition

As part of its commitment to equality of opportunity, the University believes that assessment methods should, as well as being appropriate to the academic objectives of the course, minimise the impact of a student's disability on performance in assessment. This means that some students may require adjustments to examination arrangements.

For more information, including deadline dates for requesting alternative arrangements, please see [section 1.2](#) on page 7 of this handbook.

Full details for students who wish to request alternative examination arrangements, please liaise with our DLO (see [page 2](#) for contact details).

3.12 Final Degree Classifications

Your final degree classification will be determined using the rounded, credit-weighted average of the marks you have achieved across your second and final years (these years being weighted 33%:67% for Single Honours students in the Business School), and according to the classification guidelines as included in section 3.6. More information on the "Model 1 arithmetic mean" model used in determining degree classifications in the Business School can be found at:

<https://www.nottingham.ac.uk/qualitymanual/academic-regulations/ug-study-regs.aspx>

[Note that from 2014/15, University of Nottingham Malaysia Campus has stopped awarding Ordinary Degree in-line with the requirement of the Ministry of Higher Education Malaysia.]

You should note that University regulations only permit degree class appeals on a limited number of procedural grounds, and that any potential degree class appeal should, in the first instance, be discussed with our Examinations Officer (see [page 2](#) for contact details).

3.12 Borderline Degree Classifications

The borderline zones for degree classifications are determined centrally by the University and are available [here](#).

The Business School's Undergraduate External Examination Boards exercise discretion in determining the degree classification for all such single-honours borderline students by looking at the number of credits (or "balance of papers") obtained in each classification category. The exam boards will use regulations in the quality manual in considering these borderline classifications.

A student's final degree classification may, in exceptional circumstances, be subject to revision in the light of extenuating circumstances. Please see the following section for details.

3.13 Extenuating Circumstances

During your time at the University, you may encounter personal or medical problems that are beyond your control, but which may impact on your ability to study and/or complete assessments. Such problems are collectively referred to as 'extenuating circumstances' and may involve either long-term conditions/disabilities for which adjustments can be put in place to support study and assessment, or shorter-term circumstances – such as a self-limiting illness – that may require consideration as and when it arises.

The University has a detailed *Extenuating Circumstances Policy* that is contained within its Quality Manual. This can be accessed via

<http://www.nottingham.ac.uk/academicsservices/qualitymanual/assessmentandawards/extenuating-circumstances-policy-and-procedures.aspx>

You are advised to regularly check the link given above for updates on Extenuating Circumstances.

If you need further advice on completing the extenuating circumstances form (ECF) please contact your personal tutor, or the programme DLO.

3.14 Procedure for Requesting Exam Scripts to be Viewed

The Business School has a formal procedure to allow undergraduate students to request a viewing of the final exam scripts. Once the examination marks are released, students should be advised to first look at the assessment feedback booklet to understand their general performance in certain courses. If students intend to know more specific details of their performance, they may request to view the exam scripts.

The viewing session for the Semester One examination scripts will take place no sooner than 28 calendar days following the release of Semester One examination marks to students. The viewing session for the Semester Two examination scripts will take place during the first few weeks into the start of the first semester in the new academic year, so that would be returning Year 2 and Year 3 students viewing their Semester Two examination scripts from their first and second years. Please take note that all exam marks will have been ratified by the External Exam Board and all marks, therefore, cannot be changed at that time. The viewing session for Spring exam scripts is hence only for learning purposes and marks remain unchanged.

The details of time, date and venue for viewing session would be emailed to students a week prior to the session and students would be requested to produce their student ID at the session.

The procedure is as follows:

1. Students should come to the FASS student support office to request for an application form – Student Request for Viewing Exam Script.
2. Students are advised that they have no more than 21 calendar days from the release date of their examination marks within which to apply to view their scripts. Applications will not be accepted after that deadline (i.e.. if marks are released on 7 February, the deadline for submitting applications will be 28 February.).
3. Within 7 calendar days upon receiving the applications, students would be advised by email of confirmation of the viewing session details and advised that they need to respond by a certain deadline to confirm

attendance. If students do not respond to the email, it will be considered that they no longer wish to pursue their application. If students respond to say that they cannot attend the viewing session with an acceptable reason (e.g. sporting commitments), the alternative viewing session can be arranged.

4. Students should produce their ID before the script is handed over. Students are advised not to remove the script from the room and cannot take it away to speak with a course convenor or personal tutor. Once the script has been viewed it must immediately be returned to the place from where it was collected.

5. Students should be aware that, under University regulations, they cannot appeal marks on the basis of the academic judgement that has been exercised in awarding them.

6. Students should also note that their course convenors and/or personal tutors are not involved in the viewing process. However, if further feedback is needed from the course convenors, students can contact the course convenors and request for a meeting. It is then up to the discretion of course convenors whether or not to meet up with the students. If course convenors are happy to meet with the students, they can request the scripts from the Business School Administration Office and return the scripts when they are finished.

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4. ACADEMIC PRACTICE

4.1 Methods of Assessment

The Business School uses a wide range of assessment methods. These include essay-based, short-answer, quantitative and multiple choice examinations, essays, reports, presentations, case studies, and an optional final year dissertation. It is important that you understand the differences between these quite different assessment types, as they have different requirements. For example, while an essay should be written as continuous prose with no sections, a report should be broken down into sections, and should include an executive summary.

To help you tackle different kinds of assessment, our guide *Methods of Assessment in the Business School, Time Management and Study skills* and *NUBS Student Learning Contract* are respectively available from the Undergraduate Programme Page in Moodle (link below), and we strongly recommend that you download and read a copy of these documents.

<http://moodle.nottingham.ac.uk/course/view.php?id=11309>

Students doing an undergraduate dissertation – or considering attempting the same – should also look at our guide *Dissertation Guidelines for Undergraduate Programmes*. This is available from the Undergraduate Programme Page on Moodle.

4.2 Referencing

The practice and assessment of social science requires you to build on the work of others by studying books, articles and online materials and incorporating appropriate elements from them into your own work. When you do this you are relying intellectually upon someone else's contribution and must acknowledge this with an appropriate reference.

While there are several systems of referencing, the most commonly used in the social sciences (and the one that you should use unless instructed otherwise in the Business School) is the Harvard System. This involves placing a short (Author, Date) reference in brackets in the text, with a full, alphabetic list of references appearing at the end of your document. **References should not be included as footnotes.** Please note that only including a reference at the end of your work is never sufficient. Harvard conventions are as follows:

[see next page]

In the text

When you directly quote material within your work you should include the name of the author(s), the year of publication and a page reference in brackets. Most commonly this would be in a format as follows:

“New lighter-weight technologies and IT models enable CIOs to reimagine IT and focus on two objectives that elude many IT organisations: growth and strategic impact.” (Gartner, 2011, p.2).

If, however, you are already mentioning an author in the text, you may simply include the year of publication and page reference in brackets at the end of your quote. For example:

Indeed, as Gartner has also argued, “new lighter-weight technologies and IT models enable CIOs to reimagine IT and focus on two objectives that elude many IT organisations: growth and strategic impact” (2011, p.2).

Alternatively, you may wish to avoid quoting directly and instead paraphrase the work using a name and year of publication reference only. For example:

Gartner (2011) suggests that less heavyweight IT implementations will allow management to focus more on growth and strategic impact.

If you wish to use an author’s ideas but you do not want to reference them directly in your text (for example, because it interrupts the flow of your sentence) then you should still include the reference at the end of the sentence to distinguish it from your own work. For example, you may write:

New slimline technologies are likely to allow IT managers to focus more on growth and the strategic impact of their operations (Gartner, 2011).

The same style of referencing in the text should be used regardless of the kind of source being cited. If a reference has multiple authors, an ampersand (&) is usually employed between them. For example:

Pick & Duggles (2009) argue that . . .

Three or more authors, however, should be referenced as follows:

Richardson *et al* (2010) suggest . . .

Note, however, that in the above instance all of the authors’ names should be included in the full list of references that appears at the end of your document.

If you are referencing two or more articles published in the same year by the same author(s) then you should give each publication a letter to distinguish it: eg Wright (2010a) and Wright (2010b).

In the References

A full, alphabetic list of references should appear at the end of your document listing all of the books, articles and other sources referenced in the main body of your work. Note that books, articles and online (Internet) sources should not be separated out into different alphabetical listings, and that references should not be numbered. The style of referencing is slightly different between books, articles/chapters in edited books, articles in journals, and online sources as follows:

Books: include

- | | |
|--|-------------------------------|
| 1. Name(s) of author(s) | 4. Edition (if not the first) |
| 2. Year of publication in brackets | 5. Place of publication |
| 3. Title of book printed in <i>italics</i> | 6. Name of Publisher |

For example:

Barnatt, C. (2012) *25 Things You Need to Know About the Future*. London: Constable & Robinson.

Watson, T. (2006). *Organising and Managing Work* (2nd Edition). London: Prentice Hall.

Articles in books: include:

- | | |
|--------------------------------------|---|
| 1. Surname and initials of author(s) | 6. Edition if not the first |
| 2. Year of publication in brackets | 7. Page number range
(first to last) |
| 3. Title of article or chapter | 8. Place of publication |
| 4. Name(s) of editor(s) of the book | 9. Name of publisher |
| 5. Title of book in <i>italics</i> | |

For example:

Lewis, B. (1995) 'Customer Care in Services' in Glynn, M. ed., *Understanding Services Management*, pp. 57-88. Chichester, England: John Wiley & Sons.

Articles in journals: include:

- | | |
|--------------------------------------|---|
| 1. Surname and initials of author(s) | 5. Volume of journal |
| 2. Year of publication in brackets | 6. Issue no. in brackets
(if exists) |
| 3. Title of article | 7. Page number range
(first to last) |
| 4. Title of journal in italics | |

For example:

Starkey, K. & Tempest, S. (2009)., 'The Winter of Our Discontent - the Design Challenge for Business Schools', *Academy of Management Learning and Education*, Vol.8(4), pp. 576-586.

Online sources

Materials from the Internet should be referenced in the text and in your full alphabetic list of references no differently from any other source using as much detail as you have available. You should also include a date and URL for an online reference. For example:

Saenz, A. (2010) "Japan's Robot Picks Only the Ripest Strawberries", *Singularity Hub*. Downloaded from <http://singularityhub.com/2010/12/04/japans-robot-picks-only-the-ripest-strawberries-video/> as at 21 July 2015.

You may find that many online articles have no named author (something that can also be the case for many company reports and white papers). In such an instance, attribute the reference to the authoring organisation (in other words the name of the website itself). For example:

[ExplainingTheFuture.com](http://explainingthefuture.com) (2014) *3D Printing*. Downloaded from <http://explainingthefuture.com/3dprinting.html> as at 21 July 2015.

4.3 Academic Misconduct

When you undertake any form of assessment at the University of Nottingham you are expected to adhere to high standards of academic integrity, honesty and trust. If such high standards are not met, you may be accused of 'academic misconduct'. **Under its regulations, the University defines academic misconduct as 'any improper activity or behaviour by a student which may give that student, or another student, an unpermitted academic advantage in a summative assessment'. Such misconduct may include – but is not limited to – plagiarism, collusion or cheating in exams.** The

University's "Regulations on Academic Misconduct" are contained within the "Assessment" section of its Quality Manual.

If you are ever suspected of academic misconduct in the Business School, you will be required to attend an Academic Misconduct Meeting. An administrator from the Undergraduate team will also be present at the meeting and will keep a written record. The academic who initially raised the academic misconduct allegation, or another academic from the course concerned, may also be present. Any student invited to attend an Academic Misconduct Meeting will be informed in writing about who will be present at the meeting before it takes place.

If you are invited to attend an Academic Misconduct Meeting, you may do so alone or you may choose to bring one other person to represent or support you if you wish. This person may be a friend or an officer of the Students' Union. Please note, however, that the University does not permit formal legal representation at an initial Academic Misconduct Meeting. Should you fail to attend an Academic Misconduct Meeting it may be conducted in your absence.

If you are invited to attend an Academic Misconduct Meeting, you will be asked to provide a written statement. This needs to be provided either at the meeting, or within seven days of the meeting taking place.

After the Academic Misconduct meeting has taken place, you will be formally notified of its outcome within two weeks. If you are then unhappy with the outcome you can refer yourself to the University's Academic Misconduct Committee. If you have a previous case of academic misconduct (or former academic offence) recorded against you, then you will automatically be referred to a central hearing of the University's Academic Misconduct Committee.

Note: In the past five academic years there were several proven academic offences. Most of these were first offences, with the penalty imposed being a mark of zero for the entire piece of coursework, examination or dissertation concerned. For those students who committed a second offence, the penalties imposed by the University ranged from a mark of zero for the entire course, to termination of course.

4.4 Plagiarism

The academic misconduct of plagiarism is defined by the University as “representing someone else’s work as being one’s own”. If you follow the guidelines for referencing as described in this handbook then you will be able to build upon other people’s work within your own without any fear of being accused of plagiarism.

The key point to remember is that whenever you include any material from a website, journal article, book or other source in your work it must be made absolutely obvious that it is not your own work and referenced accordingly. This means that in each and every instance where you copy verbatim or paraphrase other people’s work you must include an accompanying reference in the text as well as in your end-of-text references. End-of-text references by themselves are never sufficient. Also not sufficient are in-text references that are removed from the sentences in which you cite or paraphrase the work of another.

Those marking your coursework will assume that everything they read is your own work unless you clearly indicate otherwise. Hence, if they discover any material within your work that is from another source but which is not indicated as such they will report a case of suspected plagiarism to the Business School’s Academic Misconduct Officer. The marking of your work will then be delayed until all formal academic misconduct procedures have been completed.

Understanding Plagiarism

There are several forms of plagiarism. Firstly, it constitutes plagiarism to copy without appropriate referencing either exactly or virtually word for word any content from a web page, journal article, book or any other work. Please note that this includes copying the work of other students.

For example, you may be writing a report on future food shortages and have read the article “How to Feed 8 Billion People” by Lester R. Brown published in *The Futurist* in January 2010. In this article the following text appears on page 30:

Food security will deteriorate further unless leading countries collectively mobilize to stabilize production, stabilize climate, stabilize aquifers, conserve soils, protect cropland, and restrict the use of grain to produce fuel for cars.

If in your report you incorporated the above sentence from this article word for word, but did not put it in quotation marks and include a reference immediately after it in the text, then you would have committed plagiarism. To be clear, to avoid plagiarism you would have to do the following (bold only included for emphasis here):

“Food security will deteriorate further unless leading countries collectively mobilize to stabilize production, stabilize climate, stabilize aquifers, conserve soils, protect cropland, and restrict the use of grain to produce fuel for cars” (**Brown, 2010, p.30**).

Note also that if you used the ideas from the article in your own essay and rephrased them in such a way as to imply that those rephrased ideas were your own work (again without attributing them directly to the author) then this would also constitute plagiarism. For example, the following passage (if non-attributed) would be considered a plagiarised version of the above text:

There will be a further deterioration in food security if leading countries do not mobilize to stabilize climate, stabilize aquifers, stabilize production, protect cropland, conserve soils, and limit the quantity of grain used to make biofuels.

It should be noted that plagiarism could easily be avoided in the above case by prefacing the passage with something like “Brown, (2010) argues that . . .”

You must be aware that it is absolutely critical to include the (Author, Date) reference in the text of your work where your quotation or paraphrase is included. To be absolutely clear, it is not sufficient to only include a reference in your end-of-text references. This is because it is your responsibility to signal to your reader exactly which contributions are your own and which are taken or informed by others.

Examples of Recent Plagiarism Cases

While all cases are different, it is worth noting two particular examples of inappropriate practice that have frequently resulted in proven academic misconduct plagiarism cases in the Business School.

Firstly, an increasing number of students are apparently conducting ‘research’ by pasting material from websites or e-journals into their own intermediate ‘research’ document. Some such students have then pasted material from this document into their work and have been found guilty of plagiarism as material from another source has been

found in their work with no attribution. It is therefore vital that if you ever paste anything from a website or other electronic publication into an intermediate document that you also keep track of the source of the material. Further, you are advised that you should never paste anything into your work from an intermediate document without including quotation marks and/or verifying that you have included an appropriate reference in the text alongside the material, as well as a full reference to the initial source material at the end of your work.

Secondly, several recent plagiarism cases have involved students including a reference to a source at the end of their work but not in the body text following every quotation or close paraphrase from the same. This constitutes plagiarism because without the benefit of in-text references, those marking your assignment will not be able to differentiate your work from the work of others. In this context it is worth remembering that systems of referencing exist to enable you to indicate precisely where you are drawing from the work of others.

A list of 'References' at the end of your work may hence be somewhat different from a 'Bibliography' (as you may have included in previous work), as a "Bibliography" commonly contains a list of sources that have been consulted but not specifically referenced.

4.5 Collusion

The academic misconduct of collusion is defined by the University as 'cooperation in order to gain an unpermitted advantage'. Collusion occurs when one or more people contribute to a piece of assessed work that is supposed to be completed individually. **Unless explicitly described as group work, all Business School assessments are individual work. Except when completing group work, you must therefore ensure that the work you submit does not include the intellectual contribution of anybody other than yourself.** You must also ensure that you do not assist anybody else with their individual work. This means that you must not make or share calculations, diagrams, tables, essay plans or similar preparatory documents with other students. Nor are you permitted to make use of any online or offline service that provides assistance with assignments.

Please note that the uploading of content to an essay sharing website may result in academic misconduct allegation, as you could be deemed to be assisting others with their work. In 2010-2011 one student in the Business School completed and submitted a coursework essay and then chose to upload it to a website that required an essay to be supplied as a means of registration. This student was later accused of academic misconduct. This was because

content from his essay appeared word-for-word in the essay of another student taking the same course. This had happened because the site to which he uploaded his essay had sold it to the second student.

4.6 Cheating in Examinations

Misconduct (or in other words cheating) in examinations can involve having any form of unauthorised notes or other information source on your person or at your desk, copying from another candidate, impersonating another candidate or allowing oneself to be impersonated, or having any form of data storage or communications device (such as a mobile phone) on your person or at your desk.

In recent years, the number of Business School students caught cheating in an examination has significantly increased. Several cases have involved students who have taken permissible items into examinations with unauthorised information written on them. For example, several students have been caught with materials written on their calculators or rulers. Others have been caught with material written in translation dictionaries (which students whose first language is not English are permitted to take into examinations). In many cases, the students concerned have argued that they have not been guilty of academic misconduct on the grounds that (a) the calculator, ruler or dictionary concerned was only borrowed for the examination and was not theirs; (b) their usual 'revision' practice is to write on their calculator, ruler or dictionary, or (c) that they have not committed an offence because they have not copied the material concerned into their examination script (often because the calculator, ruler or dictionary has been confiscated early in the examination). None of these arguments has ever been accepted.

You should be aware that all University examination rubrics state that students cannot start writing in their answer book before the start of the examination. Therefore, should you be caught doing this, you will be charged with academic misconduct. You should similarly note that continuing to write after the end of an examination will also result in an academic misconduct allegation.

As already noted above, **please be aware that having a mobile phone on your person or otherwise at your desk during an examination will automatically lead to an academic misconduct allegation.**

4.7 Research Ethics

Some of your assignments may require you to undertake some original or primary research of your own, especially if you choose to write a dissertation. If this research involves human participants (for example, through interviews, questionnaires, focus groups or surveys) or their personal data or information, you will need to follow a protocol that has been approved by the School's Research Ethics Committee (REC). It is likely that you will be able to use a pre-approved protocol; a set of rules, guidance, and templates that have already been reviewed and approved for certain sorts of projects.

If your project does not fit any of the pre-approved protocols, you may have to apply for individual approval for your project. But this is very much the exception and support will be available if required.

At the time of writing, there are approved protocols for projects involving interviews or focus groups, projects involving surveys, projects on behalf of a company, and the production of a business plan. These protocol documents contain details of the kinds of project that they may and may not be used for, and a template for a research participant information sheet. The latest version of these protocols and templates can be found via the Business School Undergraduate Homepage on Moodle at:

<http://moodle.nottingham.ac.uk/mod/folder/view.php?id=923766>