

STUDENT PROGRAMME HANDBOOK ACADEMIC YEAR 2024-2025

BA (HONS) BUSINESS MANAGEMENT AND SUSTAINABILITY

Welcome Message by Principal Chris McLean



We are pleased to welcome you to CECOS and are sure that you will have an enjoyable and rewarding academic experience. This handbook outlines all the key issues you may need to know regarding your BMS programme here at the College.

We pride ourselves on offering high-quality teaching and placing the student experience at the center of all we do. The class sizes are small to allow good interaction with the tutors and fellow classmates. Always feel free to ask at reception or any staff if you have any queries or concerns.

Good luck with your studies!

Chris McLean
Principal

Section A: Introductory Information

General Information

This handbook aims to provide you with the essential information that you will need during your studies. It is not intended to be exhaustive but should help you navigate your way through the College's systems and provide you with the routes available to resolve any challenges you might experience. Please ensure that you familiarize yourself with its contents.

The College will do all that it reasonably can to provide educational services as described on its website, prospectus, or other documents issued to appropriately enrolled students. However, circumstances may arise where changes become necessary, such as:

- Industrial action by college staff or third parties
- Unanticipated departure or absence of key staff
- Acts of terrorism
- Actions by any government or local authority
- Academic changes within subject areas
- Low enrollment numbers impacting course delivery

In such circumstances, the College will take all reasonable steps to minimize disruption to services. Modifications may include changes to:

- Course content and syllabus
- Timetable, location, or number of classes
- Delivery methods of courses of study
- Examination processes
- Assessment timing and methods

If significant changes are required, students will be notified in advance where possible and consulted. If dissatisfied, students will have options to withdraw, move to another program, or transfer to another provider as a last resort.

Recruitment, Selection, and Admission Process

CECOS values a diverse community, which is integral to its core values. The College welcomes applicants from various educational and social backgrounds.

Code of Practice on Freedom of Speech

The College supports freedom of speech and expression within the law, encouraging an environment where students and staff can question, test, and present new ideas, even controversial or unpopular opinions, without placing themselves at risk.

Equality and Diversity within CECOS

The College ensures respect for all students and staff, prohibiting discrimination based on gender, age, disability, sexuality, religion, race, or ethnicity.

Key Contacts

Name	Position	Email
Chris McLean	Interim Principal	chris@cecos.ac.uk
Rakesh Sonigra	Director Operations	rakesh@cecos.ac.uk

Mohammad Ismail	Head of HE	ismail@cecos.ac.uk
Dr. Sajid Kazmi	Course Leader	sajid.tutor@cecos.ac.uk
Abhishek Rastogi & Shubhangi Shrivastava	Programme Leads	abhishek@cecos.ac.uk Shubhangi@cecos.ac.uk
Anisa Ali	Attendance Officer	attendance@cecos.ac.uk
Hetal Thakker	Head of Admissions	admissions@cecos.ac.uk
Sana Kunipparambath	Head of Student Support	studentsupport@cecos.ac.uk
Muhammad Nauman	Well Being Officer	nauman@cecos.ac.uk

Your College Email Address

All students are allocated a CECOS College email address. This will be the primary method of communication, and it is essential to check it regularly to avoid missing important updates.

If you prefer using your personal email, ensure your College emails are forwarded to it. Regularly access Moodle for updates, room changes, and notifications.

Attendance

Regular attendance and engagement are critical to academic success. If you must miss a session, notify the College via email and complete an absence form. For planned absences exceeding three sessions, submit an authorized absence form. Prolonged absences or failure to submit assessments may result in withdrawal from the program.

Health and Safety

The College emphasizes health and safety responsibilities. Students must ensure their actions do not endanger themselves or others and cooperate with staff to meet legal requirements.

Personal Emergency Evacuation Plan (PEEP) for Disabled Students

Disabled students requiring assistance during emergencies should contact the Student Welfare Officer for an Initial Assessment and a tailored evacuation plan.

Data Protection

The College adheres to strict data protection policies covering all personal data, including emails, photographs, videos, and sound recordings.

Documentation Retention and Archiving

The College follows approved document retention periods to meet legal obligations, ensure quality assurance, and comply with the Data Protection Act.

Here's the formatted version of the data you provided, with proper alignment and structure for easier copy-pasting into Google Docs or Word:

Section B: Programme Information

1. Introduction to the Programme

During your 3-year degree, you will study the foundational elements of business management and build your expertise as the course progresses.

In your **first year**, you will explore tomorrow's business through our *The Future of Work* and *The Balance of Power* modules. You will learn key skills, and techniques, as well as ethical and sustainable considerations at the forefront of evolving industries. You will also study the current economic and political environments in our *Global Challenges and Opportunities* module. Other modules, such as *Data and Decision Making*, *Risk and Reward*, and *Social Enterprise*, will improve your practical management skills while offering insights into the 21st-century opportunities afforded by modern technologies.

In your **second year**, you will delve deeper into creating sustainable business models through the *Business Creativity and Innovation* module. You will also gain expertise in the environmental factors affecting modern businesses in our *Governance and Climate Change* module. Other modules like *The Business of Doing Good* and *Sustainable Business Development* will expand your knowledge on ethical wealth generation and building future-proof businesses.

Your **final year** will see the culmination of your studies, giving you expert knowledge and practical management skills through modules like *Leadership Strategy and Social Impact* and *Innovative Change Management*. You will conclude your studies with a large-scale *Consultancy Project*, where you will work alongside other students to address a contemporary issue faced by a real organization.

Program Structure

Unit No.	Unit Name	Unit Level	Unit Credit	Semester
1	COMMUNICATION IN THE DIGITAL AGE	3	20	TERM 1
2	BUSINESS PERFORMANCE	3	20	
3	MANAGING PEOPLE FOR PLANET AND PROFITS	3	20	
4	EXTERNAL BUSINESS ENVIRONMENT	3	20	TERM 2
5	BUSINESS SIMULATION PROJECT	3	40	

Unit No.	Unit Name	Unit Level	Unit Credit	Semester
1	GLOBAL CHALLENGES AND OPPORTUNITIES	4	20	TERM 1
2	RISK & REWARD	4	20	
3	SOCIAL ENTERPRISE	4	20	
4	THE FUTURE OF WORK	4	20	TERM 2
5	DATA & DECISION MAKING	4	20	
6	BALANCE OF POWER	4	20	

Unit No.	Unit Name	Unit Level	Unit Credit	Semester
1	BUSINESS CREATIVITY AND INNOVATION	5	20	TERM 1

2	SUSTAINABLE BUSINESS DEVELOPMENT	5	20	
3	ENTERPRISE IN PRACTICE	5	20	
4	THE BUSINESS OF DOING GOOD	5	20	TERM 2
5	GOVERNANCE AND CLIMATE CHANGE	5	20	
6	SOCIAL MEDIA STRATEGY	5	20	

Unit No.	Unit Name	Unit Level	Unit Credit	Semester
1	CORPORATE REPUTATION	6	20	TERM 1
2	CONSULTANCY PROJECT	6	40	
3	INNOVATIVE CHANGE MANAGEMENT	6	20	TERM 2
4	LEADERSHIP STRATEGY AND SOCIAL IMPACT	6	20	
5	ENTREPRENEURIAL STRATEGY	6	20	

Program Structure: Aims and Learning Outcomes

Unit 1: Balance of Power

In this module, you will explore how markets have evolved and continue to evolve, focusing on the role businesses and governments play in ensuring planetary sustainability for future generations.

Unit 2: Data and Decision Making

Data is the currency of the 21st century. This module explores the growing role of data in society, teaching you how organizations can capture and leverage it to better understand consumer preferences, tailor communication, anticipate changes, and manage risks.

Unit 3: Global Challenges and Opportunities

This module examines complex global challenges like poverty, gender equality, pollution, and climate change. You will explore how sustainable development can benefit both people and the planet through case studies, including those from China and India.

Unit 4: Risk and Reward

In this module, you will understand the nature of financial markets, the concept of risk and return, and learn about portfolio theory, budgeting, and how financial markets evolve and react to shocks.

Unit 5: Social Enterprise

This module focuses on community and reputation, exploring how creativity and innovation can be harnessed to develop entrepreneurial opportunities for socially responsible businesses.

Unit 6: The Future of Work

Explore how digital technologies will reshape work practices and industries, addressing climate change and other societal challenges.

Unit 7: Business Creativity and Innovation

Develop your creativity and innovation skills, learning how modern businesses can overcome boundaries to achieve growth and success.

Unit 8: Governance and Climate Change

Study the reality of human-induced climate change, focusing on the role of businesses in addressing environmental issues, such as carbon footprints, greenwashing, and Environmental, Social, Governance (ESG) reporting.

Unit 9: Sustainable Business Development

Learn how businesses can adapt to ethically produced goods and services and respond to changing global supply chains and digital technologies.

Unit 10: The Business of Doing Good

This module teaches you how to create businesses that generate profit while improving society.

Unit 11: Enterprise in Practice

Immerse yourself in business simulation tools, explore functional team dynamics, and execute business strategies.

Unit 12: Social Media Strategy

Explore the various social media platforms and learn how to leverage them effectively for business value creation.

Unit 13: Consultancy Project

Apply what you've learned in a real-world context by addressing a contemporary issue faced by a real organization.

Unit 14: Innovative Change Management

Examine how businesses can leverage innovative models to remain competitive in an increasingly environmentally conscious world.

Unit 15: Leadership Strategy and Social Impact

Study the challenges leaders face in balancing profitability with stakeholder needs and environmental impact.

Unit 16: Corporate Reputation

Learn how to manage corporate reputation, including crisis planning and communication strategies.

Unit 17: Entrepreneurial Strategy

Explore the strategic concepts essential to identifying and exploiting entrepreneurial opportunities.

General Marking Criteria

BTEC Higher National Certificate/Diploma is assessed at the unit level, and there is no overall grade for the Diploma. Each unit is graded as a pass, merit, or distinction. A pass is awarded for achieving all outcomes against specified assessment criteria. Merit and Distinction grades are awarded for higher-level achievements.

Pass Qualification Grade

Learners who achieve the minimum eligible credit value specified by the rule of the combination will achieve the qualification at a pass grade.

Degree Classification

The degree classification for the BA (Hons) Business Management and Sustainability from the University of Staffordshire is based on the student's Average Percentage Mark (APM) and is categorized as follows:

Average Percentage Mark	Award
70%+	First class
60-69%	Upper Second class (2:1)

50-59%	Lower Second class (2:2)
40-49%	Third class
30-39%	Fail

Section C: Assessment and Feedback

Assessment and Feedback Policy

The Feedback Policy indicates that feedback should normally be provided within 20 working days of the coursework submission date and that it can take a variety of forms. Feedback should be constructive and help you to improve on your work in the future. With the exception of examination scripts, students are entitled to feedback on all summative and submitted formative work.

Submission of Coursework

All coursework should be submitted via Moodle/Turnitin. There may be some exceptions, which will be specified by your module leader(s), that you will need to submit to your faculty coursework hand-in office. Please see Moodle course shells for further information. You should not submit coursework directly to your module leader via email.

Late Submission of Coursework

The College operates a strict policy regarding adherence to submission deadlines. Coursework, except where it relates to a resit opportunity, submitted up to 10 working days after the specified submission deadline will be accepted for marking. Where it is deemed to have been passed, the grade will be capped at the minimum pass mark, unless a claim for extenuating circumstances has been accepted. Coursework submitted after 10 working days will be treated as a non-submission and awarded 0% or fail. All resit coursework received after the submission deadline will be treated as a non-submission and given a grade of 0% or fail.

Receiving your Results

The Academic Department is responsible for the publication of official results to students following the meeting of the Academic Assessment Panel. Publication of results will be made electronically via the secure student portal (VLE). You will be able to view your coursework grades on the portal as soon as they have been entered.

Academic Appeals

A student can appeal against the assessment decision(s) within fourteen days of the assessment result release date by the Academic Assessment Panel.

Students are encouraged to first seek clarification or informal resolution by contacting their Module Leader. If the issue remains unresolved, the student must submit a formal appeal.

The Academics will review the case within 20 working days. If the student is dissatisfied with the outcome, they may request a review.

Under the review process, a second assessor assesses the student's work, and overgrading will be done. The revised marks will be shared with the University.

All appeals against an internal assessment of grading decisions will be subject to the process outlined in the CECOS's Assessment Decision Review Request Policy.

Academic Misconduct and Contract Cheating

Academic Misconduct is any action that produces an improper advantage for the student in relation to their assessment(s) or deliberately and unnecessarily disadvantages other students. It can be committed intentionally or accidentally.

This can involve obvious things like taking notes or taking a mobile phone into your exam, but it can also involve copying other people's work or submitting work that is not your own. It can even include working with a friend on a piece of work when you were supposed to work alone.

The most common types of academic misconduct are:

- **Plagiarism:** This is where you copy work from elsewhere (e.g., internet sources, Wikipedia, textbooks) and don't make it clear that it isn't your work. Using source material, even quoting from it, is OK, but you must reference the work properly.
- **Examination Misconduct:** The most common examples of examination misconduct include taking notes or a mobile telephone into the exam room when you're not

allowed to, or simply being a nuisance or disrupting your fellow students. Less common examples can include getting somebody else to pretend to be you.

Our Policy is clear:

- **First offense:** failing grade on the assignment
 - **Second offense:** failing grade for the course
 - **Third offense:** suspension
-

Academic Misconduct

CECOS does not tolerate actions (or attempted actions) of academic misconduct. Cases will be investigated and, where appropriate, the College's disciplinary procedures will be applied. Students are advised that this can affect their career prospects.

Assessors can recognize plagiarism through changes in writing style, language, spelling, or they may already know the source material/work being presented as their own. Plagiarism and collusion can also be detected through Turnitin, which is an electronic software tool. Assessments are submitted on Turnitin, which generates a report indicating the percentage of the work that may have been plagiarized and shows text that matches other sources.

The originality report is NOT a plagiarism report.

The matching text found is not an assessment of whether work has or has not been plagiarized. Originality Reports can help tutors locate potential sources of plagiarism. The decision to deem any work plagiarized should be made only after careful examination of both the submitted paper and the suspect sources. As the originality report is not a plagiarism report, a low percentage on the originality report does not guarantee that tutors will not detect plagiarism.

What percentages are safe?

This is not clear-cut, as all work will probably contain some words from other sources. As a guide, a returned percentage of 25% or below would probably indicate that plagiarism has not occurred. However, if the matching text is one continuous block, this could still be considered plagiarism. A high percentage would be anything over 30%. This will depend on the student's work and the requirements of the report or essay.

Reporting and Investigation

Where a lecturer suspects that academic misconduct has taken place, he/she will report the matter to the Head of Academic Service or the relevant Programme Leader.

The Programme Manager/Programme Leader will consider the evidence and carry out the investigation if necessary.

As part of the investigation, the student will be invited to attend a meeting in writing. If the student does not respond to the invitation to attend the meeting, the Programme Manager may continue with the meeting without the student's involvement and make a provisional decision to send it to the Academic Assessment Panel for a final decision.

Penalties

The Academic Assessment Panel will decide the penalty, which can range from awarding the assessment as referred to failing the unit in very serious cases.

If the Panel is satisfied that the academic misconduct has not taken place, no further action will be taken in relation to the case. The student will be informed of this outcome in writing.

If the Panel is satisfied, on the balance of probabilities, that serious academic misconduct has occurred, a suitable penalty will be applied, and the student will be notified to the University of Staffordshire.

Reading Week

It's a week with no lectures or practicals that students can use to get on top of work and prepare for upcoming deadlines. Please note that your programme includes at least ONE reading week.

Certification

Upon successful completion of the course and attainment of the required grades for assignments, the college will be responsible for claiming and ordering the certificate once verified by the assessment board. On receipt of the certificates, the students will be informed for collection in person from the campus.

When issuing the Certificate and transcript, the student will be requested to provide a photo ID to verify the individual.

If a student comes on behalf of their friend, they must send you an email with the collector's name, and that person must provide their own ID.

If the student has not achieved all modules for a full qualification at the first instance and is not able to complete the course in full, unit certifications will be provided in the form of transcripts. These will be issued in the same manner as full certificates.

Section D: What to do if things go wrong

Extenuating Circumstances

The College recognizes that there are times when matters beyond a student's control will impact on their performance and ability to complete assessments within the specified timeframe. Examples of such matters include unforeseen illness, a death in the family, or injury. Students who are affected by such problems can put forward extenuating circumstances for consideration. All claims will be treated with confidentiality.

You should refer to the Extenuating Circumstances Policy and Procedure document for further details, including which circumstances will be considered and what constitutes supporting evidence.

If you have a long-term condition that might affect your studies and assessments, however, you should seek advice at the earliest opportunity, rather than submit a claim for extenuating circumstances.

Change of Circumstance (Withdrawal and Interruption of Study)

If you are contemplating withdrawing or interrupting your studies at the College, you should in the first instance approach your personal tutor to discuss the situation, and to determine whether any additional support could be made available to alleviate the situation.

You should be aware that interruptions and withdrawals have financial implications; if you are in receipt of Student Finance England (or another regional equivalent), your entitlements will be reassessed, which may lead to you having to make a repayment.

Complaints and Appeals

Students who have been withdrawn from their studies under the attendance and engagement policies may also appeal the decision using the process set out in the Student Attendance & Student Complaints Policy and Procedures. Complaints about other students are not covered by this process, and you should contact your Programme Leader in the first instance.

Section E: Student Support Services

Student Finance and Financial Support Service

You can book to see a student finance advisor at our campus. Your adviser can check you're receiving your full entitlement to financial assistance and help you budget and plan ahead.

Student Wellbeing Service and Welfare

CECOS College recognises that all students have an entitlement to a coherent high-quality Student Support and Welfare offer that identifies concerns and puts in place appropriate support mechanisms to facilitate the achievement of their learning goals. The College is committed to keeping students safe and removing the barriers to learning, ensuring that all students can achieve their full potential through the provision of appropriate care, guidance, and support interventions that are recorded and monitored for effectiveness. The Student Wellbeing Service provides support, guidance, and information to students who have a disability, long-term medical condition, specific learning difficulties, or mental health difficulties.

CECOS has developed a culture of safety and respect for its students, staff, and visitors. As part of this ethos, the College has considered the Prevent Duty and the importance of collaborative working between college staff, local authorities, police, other educational institutions, policymakers, and health providers to identify, detect, and safeguard vulnerable people throughout the organisation.

Individual Learning Plans

An Individual Learning Plan (ILP) is a tool to help plan, teach, monitor, and evaluate a particular student's progress. An ILP is written by teachers in collaboration with students. Both you and your teacher should be consulted, and in your contribution, you should highlight the aspects of your learning that should be prioritised.

Students Council Advice Service

The students' union is at the heart of student life at CECOS College London — a key element in your student experience and the best way to get to know other students and take on new responsibilities.

CECOS College Student is the students' union for all students at the College. When you start at the College, you automatically become a member.

Academic Support: Study Skills

Our team of expert Academic Skills teachers can support you with your studies, especially when you are writing an assignment or at exam time. Enhance your information skills and academic skills by attending a workshop or get personalised help in a 1-2-1 tutorial.

IT Services & Library Resources

You are always welcome to CECOS's Library, where you can access all the resources, facilities, and services you need to make the most of your study time — on and off-campus. Our services include IT labs and open-access computing areas with general and specialist software, printing and scanning, and wireless networks.
