



Welcome to the University of Bolton and Banking University HCMC



- 30 best **UK university**
(Guardian Guide to best universities 2023)
- Top 10 for teaching quality and
Student Satisfaction
(Complete University guide 2022)

Welcome to
#UniAsItShouldBe



Off Campus Division:- Excellence in Higher Education Partnerships

Sep 2023



The University of Bolton and The Banking University HCMC



Dr David Ratcliffe
Link Tutor – BSc Business Management Vietnam
The University of Bolton
Telephone:- +44 (0) 1204 903622
Email: dr1@bolton.



- An opportunity to meet staff & engage with other students on your course
- To ease you into studying at Bolton & SISB
- To give you the best possible start to your academic journey
- Induction will explain the expectations & standards in your course
- Help you to become familiar with the requirements, as well as getting you used to using some of the key systems you will use



The University of Bolton

The screenshot shows the University of Bolton website navigation menu. It includes contact information, a map showing the location relative to Manchester (20 mins), and a list of navigation links categorized into Explore, Quick Links, and Students & Staff.

University of Bolton
A Guardian 6
50th Anniversary

University of Bolton, Deane Road, Bolton, BL3 5AB
Tel: +44 (0)1204 900 600
Email: Enquiries@bolton.ac.uk

20 mins from Manchester

Explore

- Getting In Touch
- Governance & Legal
- Schools, Faculties & Centres
- News
- Events
- Customer Service Excellence (CSE)
- Jobs
- Policy Zone
- Access & Participation
- Applications, Offers and Enrolments – Transparency Information

Quick Links

- Charitable Status
- Data Protection
- Equality & Diversity
- Modern Slavery
- Environmental Sustainability
- Help Centre

Students & Staff

- Staff Area
- Staff Directory
- Students Area
- Webmail

Facebook, Twitter, Instagram, LinkedIn icons



The University of Bolton

For the fifth year in a row, the University of Bolton is named number one for student satisfaction in Greater Manchester

The National Student Survey (NSS) preliminary results reveal that the university scored 86.53 for overall student satisfaction, higher than any other university in the county

The university was also placed in the top 10 for quality and overall student satisfaction in England in the 2023 survey, which is managed by the Complete University Guide in the UK



University Profile...

- Students – 9,000
- International students – 60 countries
- Almost 50% of graduates are part-time
- Employs 650+ staff
- Annual income of over £53 million
- Offers a range of undergraduate and postgraduate courses (taught & research degrees), DBA, PhDs
- Three Faculties, Eight Schools, Two Institutions, Ten Centres
- Off Campus Division



University Profile...

- Faculty of Engineering and Creative Technologies
- Faculty of Health and Wellbeing
- Faculty of Professional Studies
- Bolton School of Arts
- School of Creative Technologies
- School of Education and Psychology
- School of Engineering
- School of Law
- School of Nursing and Midwifery
- School of Sport and Biological Sciences
- School of Medicine



Degrees offered...

BSc, MBA, MSc, PhD, DBA

- Business
- Management
- Accountancy
- Law
- Marketing
- Community studies
- Games, computing , and IT
- Psychology
- Health,
- Sport
- Engineering, Textile, Civil Engineering



University Profile...

- Institute of Management
- Institute of Materials Research for Innovation
- Centre for Contemporary Colonial Law
- Centre for Islamic Finance
- Centre for Pedagogy
- Centre for Opposition Studies
- Centre for Research for Health and Wellbeing
- Centre for Worktown Studies
- National Centre for Motorsport Engineering
- Sport and Biological Sciences Research centre
- Centre for Clinical and Biomedical Sciences
- Centre for Dental Sciences
- The research work has been assessed as world-leading and internationally excellent in the government-led RAE results
- The research conducted supports our teaching



Teaching & Learning Quality...

- Our teaching quality has consistently won the highest ratings from the Government's quality control agency
- This is why a high percentage of all our students secure employment when they finish their studies
- Many receive prizes & recognition at national level in their subject areas including business and management, art and design, textile, and engineering



Quality Standards...

- Programme developed and reviewed with reference to National Benchmark Standards
- Assessments set and marked by University of Bolton academic staff
- External Examining Monitoring



The University of Bolton BSc (Hons) Student...

- You are considered as a University of Bolton Student
- Student card
- ID and password for access
- Access to all electronic facilities
- Access to student support
- Programme Manager support at Bolton and Banking
- Tutor support from Bolton and Banking
- All classes are delivered by Qualified & Experienced Tutors
- All assessment is conducted by the University Bolton
- Administration support from Banking and Bolton
- Ideal teaching and learning environment



Programme Aims...

■ Specifically to develop:

- Wider knowledge of organisations, their management & the external contexts in which they operate
- Intellectual capabilities of critical analysis, evaluation & synthesis, culminating in a dissertation
- Academic & professional skills to allow for opportunities for career and business development, as well as for further study
- Lifelong learning skills & personal development so as to be able to work independently & as part of a team



- To develop focussed *multi-disciplinary* knowledge
- To develop skills for investigating business problems
- To develop *transferable* skills for use in the workplace



Programme Structure...

Module and Weblink	Module No.	Core/ Option	Credits	Module Tutor*
HE6				
Dissertation http://modules.bolton.ac.uk/BMP6001	BMP6001	Core	40	Dr David Ratcliffe
Strategic Management http://modules.bolton.ac.uk/BMP6033	BMP6033	Core	20	Dr Mathew Shafaghi
E Commerce and Contemporary Marketing Practice http://modules.bolton.ac.uk/BMP6036	BMP6036	Core	20	Dr David Ratcliffe
International HRM http://modules.bolton.ac.uk/BMP6034	BMP6034	Core	20	Ms Shanthi Rajan
Financial Reporting for Management http://modules.bolton.ac.uk/BMP6042	BMP6042	Core	20	Mr Bill Burke
TOTAL:			120	



Programme Timetable...

BSc Business Management The University of Bolton and The University of Banking HCMC BSc Cohort 19 - Group A									
Module	University of Bolton Tutors	Local tutor	Moodle & TII available	University of Bolton Workshops	local tutor workshop	Assessment 1 Deadline	Assessment 2 Deadline	Student Feedback	Exam Board
Enrolment, Induction	David Ratcliffe	NA	18/09/2023	Sep (18, 19, 20) 8:30 -11:30 am	NA	NA	NA	Formative	NA
E Commerce and Contemporary Marketing Practice (BMP6036)	David Ratcliffe	TBC	18/09/2023	Sep (25, 26, 27, 28, 29)	TBC	Paper Review 23/10/2023	Marketing Plan 20/11/2023	3 weeks after assessment	Feb 2024
International HRM (BMP6034)	Kimberly Kershaw	TBC	13/11/2023	Nov (27, 28, 29, 30), Dec (01)	TBC	01/01/2024	12/01/2024	3 weeks after assessment	Feb 2024
Dissertation (BMP6001)	David Ratcliffe	TBC	01/01/2024	Jan (15, 16, 17, 18, 19)	TBC	Proposal - 19/02/2024 Dissertation - 08/07/2024	Viva - up to 19/07/2024	3 weeks after assessment	Sep 2024
Strategic Management (BMP6033)	Mathew Shafaghi	TBC	12/02/2024	Feb (26, 27, 28, 29,), March (01)	TBC	Report - 01/04/2024	Exam - 19/04/2024	3 weeks after assessment	June 2024
Financial Reporting for Management (BMP6042)	Anh Huynh	Anh Huynh	08/04/2023	April (22, 23, 24, 25, 26)	TBC	Report - 27/05/2024	Exam - 14/06/2024	3 weeks after assessment	Sep 2024
Workshop Schedule:- All cases are scheduled for 8:30-11:30 am VN time. SSLC would be scheduled for Oct and March									



Programme Timetable...

BSc Business Management The University of Bolton and The University of Banking HCMC BSc Cohort 19 - Group B									
Module	University of Bolton Tutors	Local tutor	Moodle & TII available	University of Bolton Workshops	local tutor workshop	Assessment Deadline	Assessment 2 Deadline	Student Feedback	Exam Board
Enrolment, Induction	Mathew Shafagh	NA	18/09/2023	Sep (18, 19, 20) 8:30-11:30 am	NA	NA	NA	Formative	NA
E Commerce and Contemporary Marketing Practice (BMP6036)	David Ratcliffe	TBC	18/09/2023	Oct (02, 03, 04, 05, 06)	TBC	Paper Review 30/10/2023	Marketing Plan 27/11/2023	3 weeks after assessment	Feb 2024
International HRM (BMP6034)	Kimberly Kershaw	TBC	20/11/2023	Dec (04, 05, 06, 07, 08)	TBC	05/01/2024	12/01/2024	3 weeks after assessment	Feb 2024
Dissertation (BMP6001)	David Ratcliffe	TBC	08/01/2024	Jan (22, 23, 24, 25, 26)	TBC	Proposal - 26/02/2024 Dissertation - 15/07/2024	Viva - up to 26/07/2024	3 weeks after assessment	Sep 2024
Strategic Management (BMP6033)	Mathew Shafagh	TBC	19/02/2024	March (04, 05, 06, 07, 08)	TBC	Report - 08/04/2024	Exam - 19/04/2024	3 weeks after assessment	June 2024
Financial Reporting for Management (BMP6042)	Anh Huynh	Anh Huynh	15/04/2024	April (29, 30), May (01, 02, 03)	TBC	Report - 03/06/2024	Exam - 14/06/2024	3 weeks after assessment	Sep 2024
Workshop Schedule:		All cases are scheduled for 8.30-11.30 am VN time. SSLC would be scheduled for Oct and March							



Assessment Plans

Module	Semester	Assessment	Submission Deadline
BMP6036 E Commerce & Contemporary Marketing Practice	S2	001 Paper Review 002 Marketing Plan	October 23 rd 2023 November 20 th 2023
BMP6034 International HRM	S2	001 Report 002 Oral Presentation	January 01 st 2024 January 12 th 2024
BMP6033 Strategic Management	S2	001 Report 002 Exam	April 01 st 2024 April 19 th 2024
BMP6042 Financial Reporting for Management	S1	001 Report 002 Exam	May 27 th 2024 June 19 th 2024
BMP6001 Dissertation	S2 & S1	001 Proposal 002 Dissertation 003 Viva	February 19 th 2024 July 08 th 2024 No later than July 19 th 2024



Assessment: Assessment Timeline

Assessment submission



**Assessment mark (provisional)
and feedback**



Assessment Board – mark agreed



Assessment Classification System

- Final Degree Classification based on the Final Year Modules
- Honours Classification Bands:

70% and above

60-69%

50-59%

40-49%

35-39%

Below 35%

First Class

Upper Second Class

Lower Second Class

Third Class

Borderline Fail

Clear Fail



In the Assessment Regulations...

Take Note...

Where the average falls unequivocally into one of the following bands: 48.00 - 49.99, 58.00 - 59.99, 68.00 - 69.99; and a student has achieved marks clearly in an honours classification category higher than their average for modules worth at least 120 credits, drawn from FHEQ Levels 5 and/or 6, then a student shall be awarded an honours degree in the classification category one higher than that indicated by their average.

Feedback on Assessments



- Aim: **within 15 working days**
- When returned, it will be accompanied by written feedback which will help you to understand the rationale for the mark achieved, and also help you improve your performance in future assignments
- If you have failed the assessment, this feedback will be especially important, as you will have to rectify any shortcomings if you are given a referral assignment



Assessment Board Decisions: Modules



- **Attempt 1**

Pass 40% overall – no assessment mark under 35%

- *If not passed then* **Attempt 2**

Refer: Submit new work when an assignment has not been passed Grade capped at 40%

Fail and Repeat: Attend a module again and submit all assessments Grade capped at 40%

- **Attendance on first delivery of module considered**



Assessment Board Decisions: Modules



- **Attempt 2**

If not passed then

- **Attempt 3**

- *If not passed then - FAIL*



Late Submission

Up to 7 calendar days late = 10 marks subtracted *but if the assignment would normally gain a pass mark, then the final mark to be no lower than the pass mark for the assignment*

Over 10 days late = 1 mark awarded

Please note that there is also local SISB administration charge for late assessments



Assessment Submission Problems

What happens if you cannot submit your work on the deadline – & it is not your fault?

Examples:

- **Illness**
- **Family issues**

Not:

- **Poor time management**
- **Holiday**



Assessment Submission Problems

Extensions, Mitigating Circumstances and Appeals all require evidence

Examples:

- Doctor's note (and translation)
- Hospital note (and translation)
- Letter from employer (letter headed paper)
- Death certificate



Assessment Submission Problems

If MCs or Appeal accepted on first attempt,
Attempt 2 decisions:

Defer: Submit new work when an assignment has not been passed Grade not capped at 50%

Fail and Repeat as first attempt: Attend a module again and submit all assessments Grade not capped at 50%

Attendance on first delivery of module considered



Attendance & Engagement...



- In order to progress and achieve the award for which they are registered, students must attend all scheduled sessions
- Contact your Administrator at SISB-Banking University and your Module Tutor if you are unable to attend a class
- **Please note that attendance and / or engagement is taken into account when making Assessment Board decisions**



Personal Development...

- Throughout your programme you will be encouraged to reflect on the development of your academic and professional skills & make recommendations for self-improvement as a result
- This ability to appraise your performance and set targets will be developed and assessed through your programme of study



Assessment Plans

Module	Semester	Assessment	Submission Deadline
BMP6036 E Commerce & Contemporary Marketing Practice	S2	001 Paper Review 002 Marketing Plan	October 23 rd 2023 November 20 th 2023
BMP6034 International HRM	S2	001 Report 002 Oral Presentation	January 01 st 2024 January 12 th 2024
BPM6033 Strategic Management	S2	001 Report 002 Exam	April 01 st 2024 April 19 th 2024
BMP6042 Financial Reporting for Management	S1	001 Report 002 Exam	May 27 th 2024 June 19 th 2024
BMP6001 Dissertation	S2 & S1	001 Proposal 002 Dissertation 003 Viva	February 19 th 2024 July 08 th 2024 No later than July 19 th 2024



- Communication to students is usually through email
- University staff will only respond to e-mails from a student's University Outlook account. This is to ensure that data protection legislation is complied with
- Students will need to respond to any University emails using the University Outlook account. **A student number should be included in the email**



Useful web addresses:

- University of Bolton website: www.bolton.ac.uk
- University of Bolton Student Area: <https://www.bolton.ac.uk/student-hub/>
- University of Bolton Student Record:
https://evision.bolton.ac.uk/urd/sits.urd/run/SIW_LGN
- University of Bolton Library: www.bolton.ac.uk/library
- University of Bolton Moodle: moodle.bolton.ac.uk/
- SISB-Banking University home page: <http://www.bu.edu.vn/En/Cic.aspx>

We also post news items on Facebook: <https://www.facebook.com/UniversityofBolton>

Twitter: [@BoltonUni](https://twitter.com/BoltonUni)

Contacting Staff...



- The best way to contact staff is by email
- Staff will endeavour to respond to emails within **two full working days**
- If a face-to-face discussion is required, students may arrange a mutually convenient appointment with:
- Academic Partnership Manager
 - Dr Mathew Shafaghi
- Link Tutor
 - Dr David Ratcliffe



2.3 Programme Staff
The table below identifies programme staff together with their locations and contact details.

Staff name	Position	Location	Tel.	Email
Ms Claire Aindow	Dean – Off Campus Division	University of Bolton	+4412049036 94	C.Aindow@bolton.ac.uk
Mathew Shafaqhi	Academic Partnership Manager, and Link Tutor MBA	University of Bolton	+4412049036 54	m.shafaqhi@bolton.ac.uk
David Ratcliffe	Link Tutor	University of Bolton	+4412049031 22	dr1@bolton.ac.uk
Ms Lynn Clark-Wright	Head of School, Off Campus Division	University of Bolton	+4412049032 34	L.Clark@bolton.ac.uk
Ms Fern Evans	BSc Programme Administrator	University of Bolton	+4412049036 47	F.Evans@bolton.ac.uk
Ms Luong Thi Thu Thuy	Director of Hô Chi Minh Banking University	HCM Banking University	+84 28 38 214 660	thuytt@buh.edu.vn
Mr Le Trong Nhat	Vice Dean Academic, Hô Chi Minh Banking University	HCM Banking University	+84 28 38 214 660	nhanlt@buh.edu.vn
Ms An	BSc Programme Administrator	HCM Banking University	+84 28 38 214 660	bolton.ba.s3@hub.edu.vn
David Ratcliffe	Module Leader: Dissertation	University of Bolton	+4412049031 22	dr1@bolton.ac.uk
Mathew Shafaqhi	Module Leader: Strategic Management	University of Bolton	+4412049036 54	m.shafaqhi@bolton.ac.uk
David Ratcliffe	Module Leader: E Commerce & Contemporary Marketing Practice	University of Bolton	+4412049031 22	dr1@bolton.ac.uk
Kimberley Kershaw	Module Leader: International HRM	University of Bolton	+4412049036 54	K.Kershaw@bolton.ac.uk
Anh Huynh	Module Leader: Financial Reporting for Management	University of Bolton		anhhtn@buh.edu.vn



Pastoral & Academic Support

- Programme Administrators – HUB & UoB
- Programme Manager - HUB
- Programme Manager – UoB
- Link Tutor - UoB
- Module Leaders - UoB
- Local Tutors – HUB
- Student Information Centre at HUB & UoB



- **Student Representatives are selected to represent the voice of the student population on key committees**
- **The role of a Course Representative is to gather the views (what is working well and areas for improvement) from other students on their programme on academic matters and other elements of the student experience**
- **These matters are then discussed at course level committees called Student-Staff Liaison Committees (SSLCs)**



- **Students can approach their Student Representative, Programme Leader or Module Tutor on an informal level to discuss issues**
- **The SSLC - elected Student Representatives can speak on behalf of their peers**
- **Also, students are asked to complete a satisfaction questionnaire for each module and an annual programme questionnaire**



- The Library provides access to a wide range of information and learning resources
- In addition to:
 - 110,000 books
 - Over 45,000 print and electronic journals
 - Over 190,000 electronic books
- There is a full range of audio visual material and electronic access to a variety of internet and online resources



- *Discover@Bolton* allows library users to search for texts (in hard copy or electronic format), journals and other electronic resources across multiple platforms and databases
- Please see:
<http://bolton.summon.serialssolutions.com/>.
Students will need their username and password to access full-text electronic sources



- **Subject Guides** provide a subject-specific overview of Library services to highlight the most useful online and print resources for your studies
- Find the guide for your subject area at <http://libguides.bolton.ac.uk/>
- This is a great starting point for research for assignments!



- **Modules** have Reading Lists Online accessed via Moodle - these show the reading recommended by tutors
- **Task:**
- Obtain the reading list for the Module you commence soon:
- **BMP6036 E Commerce & Contemporary Marketing Practice**
- Cut and paste the list for your reference



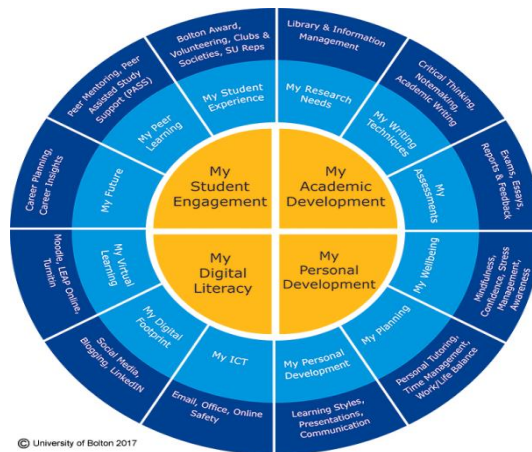
- **When students enrol, they are automatically allocated library and computer accounts**
- **The Library has extensive web pages available on library services, access to electronic sources and a wide range of help guides**
- **Librarian team provides a range of help guides and videos - how to access electronic books, journals and databases**



- **LEAP Online is the University of Bolton's interactive online tutorial which is designed to support students through their academic and personal development journey, with the emphasis on getting the most out of their time at University**
- **The content can be used to help achieve academic and personal development goals**



LEAP Online...



LEAP Online – task...



- Download myBolton
- Click on Library
- Click on LEAP Online
- Click on ‘My Academic Development’
- The Middle Box...
- Click on Plagiarism
- Click on Activity
- Then click on Assignment – obtain a digital badge



Mitigating Circumstances...



- Student performance has been affected by circumstances that are exceptional, unforeseen and/or outside of their control
- Requests must be presented prior to an Assessment Board and before the Mitigating Circumstances deadline specified
- Students who believe they have grounds for Mitigating Circumstances should contact their Academic Programme Manager or Link Tutor



Appeals...



- Appeals - submitted following Assessment Board (and before the appeals deadline specified) if a student believes that:
- *circumstances have affected their performance which the assessment board may not have been made aware of when an assessment decision was taken; or*
- *there was a material administrative error or procedural irregularity in the assessment process; or*

Appeals...



- *there is evidence of prejudice or bias or lack of proper assessment on the part of one or more of the assessors/examiners*
- **Please note: An appeal which questions the academic or professional judgement of those charged with the responsibility for assessing a student's academic performance or professional competence will not be accepted**



Assessment Submission Problems

Extensions, Mitigating Circumstances and Appeals **all require evidence**

Examples:

- Doctor's note (and translation)
- Hospital note (and translation)
- Letter from employer (letter headed paper)
- Death certificate

Complaints...



- HUB & UoB recognise that students have a right to complain if they feel that something is wrong
- If the complaint relates to the quality of teaching, the curriculum and/or the standards of the programme, then students should raise the complaint using HUB's process initially
- If a student is unhappy with the outcome of HUB's formal response, they can then ask that the decision be reviewed using UoB's procedure



External Examiner Role...

- All University programmes have at least one External Examiner
- External Examiners come from other institutions and play a key role in ensuring that marking and the standard of our programmes are in line with other UK Universities
- Name: **Dr Tony-Okeke Uchenna**
- Position: **Associate Professor in Finance**
- University: **Coventry University**