

CAMBRIDGE CORPORATE UNIVERSITY
STUDENTS' HANDBOOK

INTRODUCTION

Welcome to the Cambridge Corporate University Switzerland, for over 30 years the University, its institute and college offered quality educational programs for students and professionals worldwide.

With facilities and offices in Zurich, Chur, Wallis, Glion, Luzern and Leuk, the University, its institute and college recorded a history as an academic hub and home for innovators around the world. At the CPI institute of Graduate Studies the concept of corporate education was born and disseminated to Europe, North America and MENA.

The unique model of learning at CCU, makes the University's programs available on campus and online and provides the online infrastructure required to educate professionals worldwide. The scenario case-study model developed at the Cambridge Corporate University offers students a unique opportunity to develop a real-life and corporate experience.

The purpose of this handbook is to give you some of the information you will need to navigate your way through the programs. Some will be of immediate use, other parts will be useful for future reference. Please do look through this handbook, so that you know what it contains, and so that you will be able to find the information when you need it most.

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MBA Program

WELCOME TO CCU MBA PROGRAM. YOU HAVE JUST JOINED US AT THE RIGHT TIME, CCU IS LAUNCHING ITS NEW MBA IN CREATIVE THINKING, AND WE HOPE THAT YOU WILL FIND IT INTERESTING AND INFORMATIVE. WE STRONGLY ENCOURAGE YOU TO CONTACT US FOR ANY MORE INFORMATION.

This internationally relevant professional development program is intended for people working in the broad area of international business. Participants likely to gain most from the program are those involved in decision-making, leading positions, business development, business policy and strategic management.

This program has developed by the Cambridge Corporate University, Its Institute and College, in partnership with the CPI Institute of Graduate Studies. Each module has been developed by authors from the University, its institute and college ensuring that a range of perspectives are integrated in the course material.

PROGRAM STRUCTURE

Students must complete the MBA Foundation before they move to other core modules in the program. The MBA consists of eight modules including the foundation one (each worth 15 credits) and a final research project (worth 60 credits), for a total of 180 credits.

The first five modules of the MBA program are obligatory modules and are taken by all students. Students then take two elective or specialization modules. Students without a specialization have a free choice over the elective modules they take. Students on a specialization track have to take at least two of the modules offered on their specialization track - see below for details. Each module lasts for six weeks. The dissertation or consultancy project phase lasts six months.



CORE / OBLIGATORY MODULES (15 credits each):

- FOUNDATION MODULE
- ORGANIZATIONAL BEHAVIOR
- HUMAN RESOURCE MANAGEMENT
- PROJECT MANAGEMENT IN THE 21ST CENTURY
- FINANCIAL MANAGEMENT & AUDITING
- BALANCE SCORE CARD

MBA Program

Elective and specialization modules (15 credits each) Students take two modules from this list. Students without a specialization have a free choice over the elective modules they take, whilst those on a specialization track have to make at least two of the modules offered on their specialization track - see below for details.



FINAL RESEARCH PROJECT (60 credits)

After successfully completing eight modules, students on the MBA program complete a final research project. This is either a dissertation focuses on a consultancy project remains for 24 weeks.

DISSERTATION

Students choosing to complete a dissertation will identify an appropriate research topic, critically select and apply appropriate research methodology and data collection methods to their chosen research topic, and demonstrate a rigorous understanding of the theory and literature relevant to the issues under investigation. The dissertation will be 15,000 – 20,000 words.

Note: For more information about the MBA program, please consult the doctoral office, the registrar office or the student handbook. *The University offers a range of scholarship programs to MBA students. The program offers financial aid covers nearly 40% of the tuition fee for students enrolled in the CCU online MBA program. For detailed information about the scholarship program, or to receive an application, please write to the scholarship committee at: scholarship@cambridgecu.ch

DOCTORAL Program

THE CPI 'CAMBRIDGE PHILOSOPHY INSTITUTE' OF GRADUATE STUDIES IS THE OFFICIAL ACADEMIC BODY OFFERS DOCTORAL PROGRAMS AT THE UNIVERSITY. THE INSTITUTE ACTS AS THE SUPPORTING RESEARCH CENTER FOR BUSINESSES AND PIPELINES OF THE CPI INTERNATIONAL GROUP WITH FOCUS ON THE PHARMACEUTICAL, EDUCATION, CONSULTING, TECHNOLOGY SOLUTIONS AND RENEWABLE ENERGY FIELDS.

PROGRAM OVERVIEW

In all of our doctoral programs, we take advantage of the scholarship of the rest of the institute, while preserving a unique perspective that comes from Cambridge Corporate University. The mission of the CCU's Doctoral Programs is to develop outstanding scholars for careers in research and teaching at leading business schools and universities as well as to graduate business leaders who can create wealth and add value to business and organizations of the 21st century. Flexibility in learning, independence in study, research with deep impact, outstanding faculty who are leaders in their fields, and the finest resources in academia- these qualities enable the CCU to offer outstanding doctoral programs. To ensure a solid foundation in management, all students (without an MBA degree) are required to take at least five courses in the MBA curriculum. A deep knowledge of management practice-not only in general, but also specific to a student's area of specialization is a critical component of business doctoral education. These courses provide a valuable source of research topics and institutional knowledge that will be important for future research and teaching success in business schools and in international business setup. At the same time, board knowledge of business ensures that students fully appreciate the interdependencies and complexity of management problems and may introduce them to possibility of interdisciplinary research.

PROGRAM STRUCTURE

Students must complete a Student Doctoral Orientation module before they start their doctoral course track. The Doctoral program consists of nine modules that are taken sequentially (each worth 30 credits), the Doctoral Research Plan (or 'DRP') that runs alongside the modules (worth 90 credits), and a thesis (worth 180 credits) which students undertake after successfully completing the modules and the DRP, for a total of 540 credits. Each module lasts six weeks including 3 elective modules with the exception of the first. The doctoral thesis normally takes between one and two years.

CORE MODULES (30 credits each):

- THE DOCTORAL ORIENTATION MODULE
- THE DOCTORAL PRACTITIONER
- CHANGE MANAGEMENT AND BUSINESS TRANSFORMATION
- MANAGEMENT RESEARCH, QUANTITATIVE AND QUALITATIVE METHODOLOGY
- CRISIS MANAGEMENT AND EMOTIONAL TOXICITY
- INNOVATION MANAGEMENT IN THE 21ST CENTURY
- COMPLEX ADAPTIVE SYSTEMS / CRAFTING AND EXECUTING STRATEGY / BSC

DOCTORAL Program

ELECTIVE AND SPECIALIZATION MODULES (30 credits each)

Doctoral students take two modules from the list of the elective and specialization modules as an integrated part of their course structure. The doctoral committee may recommend student to be admitted to specialized track modules based on the recommendation of the thesis supervisor, the RPD supervisor or the program director. Doctoral Elective and Specialization Track Modules:

- INNOVATION MANAGEMENT IN THE 21ST CENTURY
- BUSINESS IN EMERGING MARKETS
- HEALTHCARE MANAGEMENT TRACK 1
- HEALTHCARE MANAGEMENT TRACK 2
- RENEWABLE ENERGY MANAGEMENT TRACK 1
- RENEWABLE ENERGY MANAGEMENT TRACK 2
- THE ART OF MANAGING CHANGE & BUSINESS TRANSFORMATION
- DECISION MAKING WITH RISK AND UNCERTAINTY
- ETHICS, SUSTAINABILITY AND SOCIAL IMPACT
- INVESTMENT STRATEGIES
- ENTREPRENEURSHIP
- INTERNATIONAL RELATIONS
- POLITICAL CHANGE AND THE NEW WORLD ORDER
- EDUCATIONAL DEVELOPMENT IN THE 21ST CENTURY
- FINANCIAL MANAGEMENT & AUDITING PRACTICE



DOCTORAL RESEARCH PLAN (90 credits)

Alongside the core modules, students each write a Doctoral Research Plan (or 'DRP') reflecting on their development as doctoral practitioners and researchers. The DRP helps students create doctoral-level professional knowledge and develop the critical thinking skills.

THESIS (180 credits)

Students complete their qualification with an original thesis based on a critical project undertaken in their field or organization. Students can develop a new model for application in their respective field of specialty providing, that they will be able to support their argument and hypothesis. Students complete their thesis in one to two years.

Note: For more information about the doctoral program, please consult the doctoral office, the registrar office or the student handbook. *The University offers a range of scholarship programs to doctoral students. the program offers financial aid covers nearly 40% of the tuition fee for students enrolled in the CCU online doctoral program. For detailed information about the scholarship program, or to receive an application, please write to the scholarship committee at: scholarship@cambridgecu.ch

Learning Model on Campus – Online

At the Cambridge Corporate University, you have the option to complete your degree either on campus in Switzerland, or via our unique model of online education, where you can study, interact and complete your degree entirely online. The CCU unique model of online education appeals to the needs of busy executives in this century and offers one of the most informative and challenging models of education, where you interact with executives and students from different cultures where attending online life lectures with thought leaders, industry experts and scholars from the University, its institute, college as well as from the giant CPI International Group.

ONLINE EDUCATION AT CCU

If you are thinking of doing an online degree or program at CCU where you think it's the easy way to complete a postgraduate study, so you're not in the right place.

Our online program is considered as one of the most challengeable and innovative program that requires the participant to think critically during all of his/her studies. If you are accepted at one of CCU programs, be sure that you will be able to make a difference in any place you join and to create a value in your own business environment.

ONLINE STUDY AT CCU SWITZERLAND

The Online model of study at CCU Switzerland corresponds to the Swiss Cambridge modern innovative mode of delivery and participation. All our online programs are designed to meet the requirements of the 21st century professionals who aim to create a difference in the new world of change.

STUDY THAT FITS YOUR LIFE

At CCU Switzerland you can complete your study and earn your prestigious degree when keeping your job and maintaining your income. The flexible model of study used at the CCU online classes allows students to plan their time of study based on their life agenda and enjoy a real corporate life mode of study and achievement.

EARN YOUR DEGREE ONLINE

At CCU Switzerland, you can earn your degree entirely online. Our online campus applies an innovative approach enables students to study, interact, learn, work in groups and attend face to face lectures and workshops with scholars and Professors from around the globe.



Learning Model on Campus – Online

AN INNOVATIVE APPROACH

The innovative approach of the CCU online model of learning is no different than all models applicable at the University, it is innovative and unique. CCU is an institute chooses innovation as its way of life and you will feel and practice this in each day of your study at the University. Our Unique approach was developed on the following modern learning mechanisms and techniques:

THE SCENARIO-CASE APPROACH

FACE TO FACE ONLINE LECTURES, WORKSHOPS AND WORKGROUPS

EXCHANGE OF EXPERIENCE AMONG PROFESSIONALS FROM AROUND THE GLOBE

THE CCU QUESTIONS DISCUSSIONS ARTICLES APPROACH

PROJECT LEARNING CONCEPT

PRACTICUM OPTION FOR BOTH UNDERGRADUATE AND POSTGRADUATES STUDENTS

CONSULTING PROJECT AS PART OF YOUR STUDY AND PROGRAM

PERSONAL ATTENTION THROUGHOUT THE ENTIRE PERIOD OF STUDY

Quality of Learning

When you aim to earn your degree via the online model of study at the prestigious world-leading Cambridge Corporate University, you have to expect that your study will be demanding and challenging. There is no difference between you and any student on campus. Both degrees and models or study are identical and apply typical approach and philosophy of learning. At the same time we offer our online students the flexibility to organize their time of study around their professional daily schedule, we employ top modern follow-up and learning techniques that ensure the achievement of every module and each course objectives.

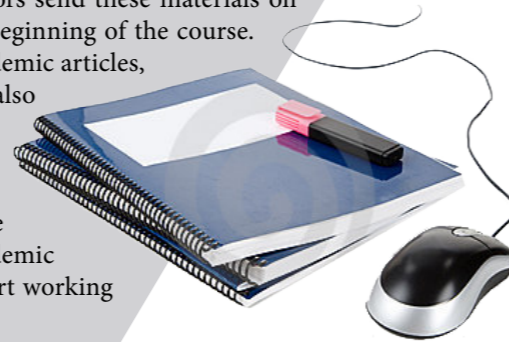
Online Classes

How it works?

MBA PROGRAM

At CCU MBA- online students are enrolled in a module structural program – where they complete each module in 6 weeks time. Each week starts and ends on Monday. Students should successfully complete 8 modules /courses, where each module awards 15 credit points. The MBA project thesis represents 60 credit points. The total credits required to meet the requirement of the Board of Examination for the MBA program at the University is 180 credit-points. Students spend 48 weeks to complete the program's required modules and spend an average of 24weeks to complete the MBA project-thesis. The maximum period of time allowed by the examination board to complete the MBA program is 36 months.

Before commencing to the module, the course Professor sends the course materials for each week to all students enrolled in his group via the official MBA class-email. Most instructors send these materials on weekly basis, other send all materials at the beginning of the course. Materials mostly structured as case studies, academic articles, videos, educational links, etc. For each course you also should have your textbook in place. This textbook is considered as one of the main academic sources at the University, however the core source of education at CCU is the case analysis approach. MBA students will be able to study and work on more than 100 top ranked academic cases and articles throughout the program period before start working on their MBA project.



The Board of Examiners requires MBA students to successfully complete five (5) core-modules in addition to the MBA foundation module.

These 6 core modules are:



The remaining two (2) modules and the project-thesis focus more on the major and specialty of the program and introduce students to advanced concepts in their specialization field. The following represents some of the advanced modules offers at CCU:



Online Classes

How it works?

In addition to the course-materials students receive their weekly DQAs ' Discussion Questions Articles'. These are the required assignment of the week and which should be submitted before Sunday each week. Assignments vary based on the course and the instructor approach, however it is mostly structured as case analysis, article submission, workgroups-project or assignment, and video analysis. Course instructor may ask students to comment or discuss other group member submissions via email.

In some courses, students will be invited to attend a life lecture with the course Professor via the University Skype platform or the CCU Online lecturing forum. During those lectures students can interact life with the program Professor. The class mentor will inform you and your program director about the schedule of these lectures in advance. Please make sure to register with CCU Skype platform. To register you can either contact the registrar office or send a Skype invitation to SkypeID: ccuswitzerland.

At the beginning of week-1 of each module, every student will be asked to write a short biography introducing him/her self to the group and to the instructor. This short bio should be constructed in a maximum of 200 words informing the group about your education, background, experience and current work involvement. Your bio introduction is your official registration to the module.

All communication, submissions and work assignments should be done, communicated and delivered only to the official class email using your CCU email. The MBA program official class email is: mba-class@cambridgecu.ch.

It is very critical to make sure that your weekly assignments and DQAs are sent to this email before the estimated deadline.

This pattern of work consumes 5 weeks in each module, where in week-6 students will be asked to submit their MIP 'Module Integration Paper'. This is an academic article written in 3-5 pages illustrates your takeaway benefits, and explains the practical applications of the course in your daily work. You should really focus to get your MIP done in its best format, content and context as it represents 30% of the module grade and evaluation. Course Professor will submit weekly grading and evaluation privately for each student. In some cases, some instructors submit the grade each 2 weeks if there is any connected workgroups opened or active in the course.

For more information about the program or the study approach, please contact your program director or the MBA office. Before you start your program the Registrar office will provide you with the full detailed contact of your program director. Students, who enrolled on campus, please contact the admission office to get the On-campus version of this student handbook.

Online Classes

How it works?

DOCTORAL PROGRAM



Students enrolled in one of the CCU doctoral programs are expected to fulfill the program requirements to be admitted to the Board of examiners degree awarding committee in an average of 36 months and in a maximum of 60 months time.

The CPI 'Cambridge Philosophy Institute' of Graduate Studies is the official academic body offers doctoral programs at the University. The Institute acts as the supporting research center for businesses and pipelines of the CPI International Group with focus on the pharmaceutical, education, consulting, technology solutions and renewable energy fields.

In all of our doctoral programs, we take advantage of the scholarship of the rest of the institute, while preserving a unique perspective that comes from Cambridge Corporate University.

The mission of the CCU's Doctoral Programs is to develop outstanding scholars for careers in research and teaching at leading business schools and universities as well as to graduate business leaders who can create wealth and add value to business and organizations of the 21st century.

Flexibility in learning, independence in study, research with deep impact, outstanding faculty who are leaders in their fields, and the finest resources in academia- these qualities enable the CCU to offer outstanding doctoral programs.

To ensure a solid foundation in management, all students (without an MBA degree) are required to take at least five (5) courses in the MBA curriculum plus the foundation module. A deep knowledge of management practice-not only in general, but also specific to a student's area of specialization is a critical component of business doctoral education.

These courses provide a valuable source of research topics and institutional knowledge that will be important for future research and teaching success in higher education institutes and in international business setup. At the same time, broad knowledge of business ensures that students fully appreciate the interdependencies and complexity of management problems and may introduce them to possibility of interdisciplinary research.

All students are admitted for full-time degree programs, with a minimum of three years required to complete their program including the course work and the doctoral dissertation. International students have the opportunity to be admitted to one of the CCU doctoral program on part-time, full-time, as well as via the CCU unique online learning model. The program structured in two tracks:

COURSE TRACK (12 MONTHS)

RESEARCH WORK AND THESIS WRITING (24 MONTHS)

The course track consumes 48 weeks where students are admitted to 6 advanced core courses/modules plus a minimum of 2 specialization modules before they start their research work and thesis writing. In many cases the program director and the thesis supervisor may advise that student should be enrolled in another module(s) to ensure the foundation of the required knowledge before starting the research work and thesis writing.

Online/ part-time doctoral students follow near the same online approach applied in all postgraduate studies at the University. The Program director and thesis supervisor are the two main contacts for any doctoral student in the University. After successful completion of the course track, students are admitted to the official Doctoral Candidacy Status based on the approval of the Board of Examiners and the Doctoral Committee. Doctoral Candidate receive an official academic letter confirms their candidacy status.

All students should submit their thesis-proposal during the foundation module time at the beginning of the course track. This proposal should be discussed and supported by both the program director and the thesis supervisor before admitted to the doctoral committee for approval.

All doctoral students who are admitted to the degree of the Doctor of Philosophy should submit their research proposal and work-frame no later than the time they complete their 4th module in the course track. The approval of the research proposal defines the exact research track and study requirements and considered as the main entry to the advanced stage of the doctoral program where research work and thesis writing are the two main drivers of the program structure at this stage. Most students complete their research work and thesis writing within 24 months.

In some exceptional cases and based on the quality of work and the experience of the doctoral candidate as well as the support and approval of the doctoral committee, the program director and thesis supervisor, student may submit his/her final doctoral thesis within a shorter period of time.

OTHER PROGRAMS

UNDERGRADUATE, POSTGRADUATES, FELLOWSHIP AND EXECUTIVE EDUCATION

Please contact the Registrar office and the Program committee for information about other programs offered at CCU including programs offered via the CCU Corporate Center, School of Hospitality Management, School of Banking & Finance and the School of Government either online or on-campus.

Online Classes

How it works?

Doctoral students can submit an academic request to the program committee asking to waive a maximum of two (2) modules from the course track based on documented confirmation of successful completion of similar courses from an accredited higher education institute. The doctoral committee will decide on the subject within a period of 15 days. Other credit transfer program application should be filed to the doctoral committee no later than 12 weeks of the program start.

In some cases, doctoral students will be invited to attend a life lecture and or research discussion with their thesis supervisor or an International doctoral examiner from Switzerland or Europe. This process takes place via the University Skype platform or the CCU Online lecturing forum. Please make sure to register with CCU Skype platform. To register you can either contact the registrar office or send a Skype invitation to SkypeID: ccuswitzerland

All communication, submissions and work assignments should be done, communicated and delivered only using your CCU official email and delivered to the official class email. The doctoral program official class email is: doctoral-class@cambridgecu.ch. It is very critical to make sure that your weekly assignments, DQAs, research work and thesis submission are sent to this email before the estimated deadline.

For more information about the doctoral program, please contact your program director or the doctoral office at the Cambridge Corporate University. Students enrolled in one of the doctoral program on-campus will receive their doctoral guide-book as part of their enrollment package.

NEW STUDENTS

NOW I AM ADMITTED TO THE PROGRAM, WHAT IS NEXT?

Being admitted as a student in the Cambridge Corporate University is your first step in starting your studies; below you will find a summary of what happens between admission and the end of module one of your program.

ADMISSION

Once you have been accepted to the program and completed the formalities required, you are officially admitted to the University as a student. You should have received your official acceptance advice and signed your student agreement. You also will receive your Student official ID number and assigned your University email ID that you will use throughout the entire period of your study.

TEN DAYS BEFORE YOUR SCHEDULED START DATE

Around ten days before the start of your program you will be invited to register on the University Skype platform and you will receive official email from the registrar office confirming the appointment of your program director and/ or your thesis supervisor. In the case of MBA students, project-thesis supervisor will be appointed only toward the start of your project and near the end of your course track. To register on the University Skype, please send an invitation from your Skype to Skype ID: ccuswitzerland.

ORDERING YOUR TEXTBOOK WHAT YOU NEED TO DO

If you are starting your studies in the next four weeks please order the textbook/s for module one immediately.

If it is more than five weeks until you start your studies, please do not order the textbook/s yet.

Textbooks for a module can change, either due to the publisher releasing a new edition, or because of the normal process of regular module updates and reviews. Textbooks for a module are only confirmed four weeks before the start date. If you order your textbooks before then, you may order the wrong textbooks and be unable to start your program as scheduled.



WHY YOU NEED TO DO IT

YOU WILL NEED TO BUY ONE OR MORE TEXTBOOKS FOR EACH OF THE MODULES YOU STUDY. YOU CANNOT START A MODULE WITHOUT THE REQUIRED TEXTBOOKS BECAUSE YOU NEED THEM TO COMPLETE ASSIGNMENTS AND TO TAKE PART IN THE CLASS DISCUSSIONS.

YOUR TEXTBOOK ACT AS YOU MAIN MODULE ACADEMIC REFERENCE, ALTHOUGH THE STUDY APPROACH AT CCU FOCUSES ON THE CASE ANALYSIS APPROACH AND REQUIRES STUDENTS TO STUDY AT LEAST 100 TOP RANKED ACADEMIC CASES THROUGHOUT THE ENTIRE PERIOD OF THEIR STUDIES, FORMAL TEXTBOOK REMAINS IMPORTANT.

MODULE ONE OF YOUR PROGRAM (ORIENTATION MODULE)

From the first day in your program, you will be studying continuously until you finish module one of your program. This means six (6) weeks of uninterrupted study for students on the Masters and Doctoral program in the course track period. The objective of the orientation module is to introduce students to the study concept and approach at CCU, to get them familiar with the case analysis approach which is the core of their studies at CCU, to train them on very important academic topics including referencing, citation, writing style, official assessment and grading policy at the University, time management and others. Unless it is unavoidable, we advise students not to travel during this period so they can build up a good study routine without any additional pressure. If you do have to travel you will need to make sure you have the time and Internet access you need to stay up-to-date with your studies.

ON THE FIRST DAY OF YOUR STUDY

You will log in to your CCU email, you will read any emails received, you will download all materials related to week one or to the entire module, you will read and understand your assignment and your DQAs very well, you will mark any date, deadline, activity dates in your agenda and you will start your study.



RESCHEDULE THE MODULE

IF YOU ENCOUNTER ISSUES THAT WILL HAVE AN IMPACT ON YOUR ABILITY TO COMPLETE A MODULE SATISFACTORILY, YOU CAN DROP (OR CANCEL) THAT MODULE WITHOUT FINANCIAL OR ACADEMIC PENALTY PROVIDED YOU DO SO BEFORE THE END OF THE 2ND WEEK OF THAT MODULE.

REQUEST FOR MITIGATING CIRCUMSTANCES TO BE TAKEN INTO CONSIDERATION

IF CIRCUMSTANCES MEAN A STUDENT WILL BE UNABLE TO PARTICIPATE OR SUBMIT ASSIGNMENTS FOR MORE THAN ONE WEEK, AND THE CIRCUMSTANCES CAUSING THE FAILURE TO PARTICIPATE OR SUBMIT ASSIGNMENTS ARE UNFORESEEABLE AND BEYOND THE STUDENT'S CONTROL, IT IS POSSIBLE FOR A STUDENT TO REQUEST THAT MITIGATING CIRCUMSTANCES BE TAKEN INTO CONSIDERATION. PLEASE CONTACT YOUR PROGRAM DIRECTOR FOR ADVICE AND PROCESS.

ABSENCE FROM CLASS

IMPLICATIONS OF NON-ATTENDANCE

Non-attendance or failing to attend a class will inevitably mean that you fail to meet deadlines and fail to submit work. If you are registered to a module, any assessment not completed will result in a U grade being recorded with a numerical value of 0. The same apply to online students; failing to login to your CCU email and downloading your study material will result in failing of the CCU electronic email system to confirm that. Please make sure to confirm the automatic message related to reading your assignments emails.

If you are unable to attend a module (fully or in part) you should always notify your faculty member (Instructor, Doctoral Tutor, Dissertation Advisor) and your program director BEFORE the deadline of any required assignment.

Notifying them in advance of the deadline will enable them to provide support or offer options for next steps, which may include withdrawal from the module or the presentment of mitigating circumstances to the Board of Examiners allowing a repeat of the module at a later date.

The Board of Examiners will not normally consider any Mitigating Circumstances unless you informed your faculty member and/or your program director BEFORE the deadline of the assignment/s in question.

What are the options available to students who cannot complete assignments by their deadline?

If a student is experiencing circumstances which mean they will be unable to complete an assignment by its deadline, but will otherwise be able to complete the module satisfactorily, there are two options available:

EXTENSION OF DEADLINE

Faculty members have very restricted options to give extensions to the deadlines of some module components. Please note that not all module components can have their deadlines extended and that the exact rules vary between programs. You can ask your program director for advice, but the decision rests with the faculty member.

EXEMPTION FROM MODULE COMPONENT

Faculty members have a very limited option and power to exempt a student from some module components for one week. Please note that not all module components can be exempted and that the exact rules vary between programs. You can ask your program director for advice, but the decision rests with the faculty member. We advise students to avoid any request for exemption of module component as it may affect the overall evaluation by the faculty and by the board of examiners at the University.

IN MANY CIRCUMSTANCES, THE EXTENSION OF A DEADLINE OR EXEMPTION FROM A MODULE COMPONENT WILL BE SUFFICIENT TO RESOLVE THE ISSUE. FOR SITUATIONS WHERE THEY ARE NOT, THERE ARE TWO FURTHER OPTIONS:



STUDENTS CODE OF CONDUCT

The University has Rules Regulating the Conduct of Students. Breaches of these rules are regarded as constituting misconduct and include:

Any breach of University Ordinances or Regulations or Codes of Practice, including the Regulations for the Conduct of Examinations;

Substantial obstruction or interference with the functions, duties or legitimate activities of any student or member of staff of the University, or any visitor to the University;

Violent, indecent, disorderly, threatening, intimidating or offensive behavior or language (whether expressed orally, in writing or electronically, including blogs, social networking websites and other electronic means);

Distribution or publication of a poster, notice, sign or any publication which is offensive, intimidating, threatening, indecent or illegal, including the broadcasting and electronic distribution of such material;

Harassment of any student or member of staff of the University or any visitor to the University;

Fraud, deceit, deception or dishonesty in relation to the University or its staff, students or visitors;

Theft, misappropriation or misuse of University property, or the property of its students, staff or visitors;

Misuse or unauthorized use of University premises or items of property, including the misuse of computers and the communications network or any breach of the University's policy on the use of its information systems;

Damage or defacement to University property or the property of other members of the University caused intentionally or recklessly, including misappropriation of such property;

Action which may cause injury or jeopardize safety on University premises, including occupation of premises of which the University is owner or occupier after being required to leave by an authorized member of the staff of the University;

Failure to provide identity such as name and student ID number to a member of staff of the University in circumstances where a request to do so is reasonable;

Any conduct, whether on or off campus, which results in a student receiving a formal police caution, irrespective of whether or not such a caution leads to the student being charged or convicted of an offence;

Any failure on behalf of the student to inform the University of any police caution, charge or conviction; (Convictions for a motoring offence for which a fine and a maximum penalty of three points are imposed are excluded. Offences which are spent under the provisions of the Rehabilitation of Offenders Act 1974 should also be reported as they may affect the right to practice for students following programs leading to a professional qualification);

Any conduct which may be discreditable to the University or detrimental to the discharge of its duties or which may more widely bring the University into disrepute;

Failure to comply with any punishment imposed as a result of the University's disciplinary procedures or contempt of those procedures;

The consequences of being in breach of either the Regulations for the Conduct of Examinations or the Rules Regulating the Conduct of Students are serious and will lead to referral to the University's Student Disciplinary Procedures.

In recent years, the Board of Discipline has considered a number of cases where students have been caught in possession of unauthorized material in an examination and in many instances, the Board determined that the student concerned be awarded a mark of zero for the examination in question and suspended from studies for up to twelve months. The Board of Discipline also has the power to terminate a student's studies where a very serious breach of the Rules Regulating the Conduct of Students has occurred.

Students enrolled in the online programs at the Cambridge Corporate University are expected to observe the policies of the University as they apply to an online student when and where applicable.

CAREER ADVICE

Students and alumni members of the Cambridge Corporate University are able to benefit for the career advice and service offered by the University and its alumni. You can always contact the alumni office and ask for one to one career advice via email, face to face meeting (for on campus students) or via Skype (for online students). Specialized career service is also available on request for graduates of CCU free of charge. You can also attend the international job-fairs organized by the University on annual basis. Each year, the CPI International Group offered a number of full time, part time and consulting jobs to graduates of CCU in more than 19 countries worldwide. The University also offers many opportunities for practicum jobs in different countries. Please contact the alumni office at CCU for more information.

COURTEOUS BEHAVIOR

The University Charter asks you to “be prompt, effective and courteous in your dealings with the University, its staff and your fellow students”. In on line programs, most of these dealings will be via the Internet. In all communications with staff and students, we expect you to be courteous, responsible, and professional. Messages that are abusive or offensive, whether made publicly or in a private email, are not acceptable and may result in disciplinary action.

MASTERS PROGRAMS

If a student on a Masters program receives an end-of-module numerical grade of less than 50, the student must normally retake the module. Students may only retake the module they have failed; they cannot choose to take a different module instead. Depending on where the student is in their program of study, they might have to take the same module again before progressing to the next module, or be able to take one or more modules before retaking the module that they failed.

A student will normally only be permitted one opportunity to retake a module in order to achieve a passing grade.

If a module is retaken, it will normally not be possible for the student to be awarded a Merit or Distinction for their degree.

A student who feels that there were mitigating circumstances related to his/her failing a module can make an application to the University for a re-sit without academic penalty. Please see Mitigating Circumstances for more details.

In all cases, all grades awarded to a student will appear in their final transcript.

Student fails a module has the right to repeat this same module one time free of charge, however if student has to repeat any module more than one time, payment will be according to CCU payment policy and general conditions. Please contact the registrar office and/ or your program director for more information.

FAILING MODULES



DOCTORAL PROGRAMS

Students on a Doctoral program who receive an end-of-module numerical grade of less than 50 must retake the module. Students may only retake the module they have failed; they cannot choose to take a different module or elect to take a residential component instead (where such choices are available). Students on DBA program may take one other module before retaking the failed module. Students on the PhD program must retake the module they have failed before moving on to the next module.

RESCHEDULING A MODULE

Students may find that they are unable to start a module as scheduled or that they have to stop studying a module. Please see below for the rules relating to rescheduling modules.

RESCHEDULING FOR NEW STUDENTS RESCHEDULING A FIRST MODULE BEFORE THE START DATE

New students who are considering rescheduling their start date must contact their program director at least 2 weeks before the date of starting their module.

We strongly advise against rescheduling your start date unless unforeseen circumstances make it absolutely necessary.

In our experience students who put off starting their studies simply because they are ‘busy with work’ frequently carry on putting off starting their studies, as they will still be ‘busy with work’ when they get to the next start date they have scheduled.

Students sometimes have concerns about starting their studies, or perhaps hope that they will have a quiet period at work in the future. If you request to change your start date your program director will ask you a few simple questions and try to address any concerns or issues with time management that you may have.

We have over 3 decades of experience helping busy professionals succeed in their studies, and find that discussing a student’s reasons for requesting a change in start date allows us to provide advice or support that allows a student to proceed with their studies as planned, thus avoiding unnecessary delay in gaining their degree. Please note that new students may normally only request a change to the start date of their first module one time.

FAILING MODULES

RESCHEDULING FOR STUDENTS AFTER THEIR FIRST MODULE

Students can drop (or cancel) any module with the exception of the foundation module if they contacted their program director at least 2 weeks before the start of a new module. Students are allowed to reschedule a maximum of 2 modules throughout the entire period of their study for MBA students and 3 modules for Doctoral students.

The request for rescheduling a module should be made to the program director using the Module Reschedule Form available at the registrar office.

Please be aware in all instances it is the responsibility of the student to request the reschedule from the appropriate member of support staff as described above and to submit the form and get the official approval before the estimated deadline.

Informing the program Instructor (or other faculty member) is not sufficient.

STUDENTS WITH DISABILITIES

The Cambridge Corporate University encourages a supportive and accessible environment for disabled students. Disabled students, including those with dyslexia or other specific learning difficulties and those with mental health needs are advised to discuss their individual needs with their program director to see what appropriate support arrangements can be made.

STUDENT CARDS

Each of CCU students is entitled to receive a student card. The card will enable you to prove your status as a student on the Cambridge Corporate University undergraduate / postgraduate programs. The card comes with your picture digitally printed on it.

In order to receive a card, you need to send a request via email to the Registrar office with the following:

- YOUR FULL NAME
- PROGRAM OF STUDY
- DATE OF BIRTH
- YOUR STUDENT ID NUMBER
- YOUR CURRENT ADDRESS
- A JPEG-FORMAT PHOTO OF YOUR SELF AS AN ATTACHMENT.
THE PHOTO MUST BE: PASSPORT-STYLE (FACING CAMERA AGAINST A WHITE BACKGROUND)
PASSPORT PHOTO SIZE AND RESOLUTION (260 PIXELS WIDE X 283 PIXELS HIGH, WITH A RESOLUTION OF AT LEAST 300 DPI)



You may have to wait a few weeks to receive your student card, as they are manufactured in batches every three months (depending on demand).

There is no cost for your first student card and it will be valid for three years from the start of your studies. A re-

placement (for lost cards or for a new card after the initial three years if your studies continue after this time) will cost CHF 30 Fr. Please note that students will only be able to get a student card after the registrar Office confirms that there are no outstanding tuition fees. If you have any questions, please consult your program.

WORK SUBMISSION

By submitting work students are consenting to the University and/or the Program director making copies of the submitted work for a number of reasons:

1. IT IS NECESSARY TO COPY A STUDENT'S WORK AS PART OF THE ASSESSMENT PROCESS, FOR EXAMPLE:

When the work is sent to an external examiner as part of the normal quality control process, which assures consistency of marking across academic institutions in Switzerland. When a piece of work needs to be assessed by more than one individual.

When an assessor needs to physically mark the work and an unmarked copy is required for our records.

2. IT IS NECESSARY TO COPY A STUDENT'S WORK TO ENSURE COMPLIANCE WITH THE UNIVERSITY'S GUIDELINES ON PLAGIARISM, COLLUSION AND THE FABRICATION OF DATA, NAMELY:

All work submitted is automatically compared against a database and/or databases so that any material that already exists in the database (because it appears in a book, journal, website or previously submitted work, etc.) can be highlighted for the attention of the assessor. This allows the

assessor to determine if the highlighted material has been correctly cited and referenced, and to see what proportion of the submitted work consists of material that already exists in the database.

When work is submitted a copy is added to the database and/or databases so that no student in the future could copy the work and claim it as their own.

When a match is found with previously submitted material, the institution finding the match may request permission from the institution where the work was originally submitted to make a copy of that work for use in any investigation that is deemed necessary.

In order to facilitate both the assessment process and ensure compliance with the University's guidelines on Plagiarism, Collusion and the Fabrication of Data no work will be accepted by the University for assessment, unless it is submitted via the prescribed electronic means using the official CCU email and submitted to the official class email address. This means that students will fail an assignment if they do not submit the work in the correct manner.

STUDY BREAKS

Online students have the option to apply for a study break with a maximum of one module time (6 weeks) providing that they do not consume their maximum of 2 weeks rescheduling option.

On campus students should adhere to the academic agenda and the academic holidays described in the program structure. Online students follow the academic agenda and program structure applicable for online studies.

YOU DECIDE WHEN TO TAKE A BREAK IN YOUR STUDIES. HOWEVER, PLEASE BE AWARE THAT EACH STUDY BREAK YOU TAKE MAY DELAY YOUR GRADUATION, AND IF YOU TAKE TOO MANY STUDY BREAKS, YOU CAN INCUR EXTRA FEES OR EVEN BE UNABLE TO GRADUATE. YOUR PROGRAM DIRECTOR CAN HELP YOU DRAW UP A PROVISIONAL SCHEDULE SO THAT YOU CAN STUDY WITH A SPECIFIC GRADUATION DATE IN MIND. THAT WAY IT WILL BE EASY TO GAUGE THE IMPACT OF ANY CHANGES YOU MAKE TO THAT SCHEDULE DURING YOUR STUDIES. IF YOU DO NOT STUDY WITH A SPECIFIC GRADUATION DATE IN MIND THEN ANY DELAY TO YOUR EVENTUAL GRADUATION CAUSED BY TAKING EXTRA STUDY BREAKS, ETC., WILL NOT BE SO READILY APPARENT.

DIVERSITY & EQUALITY

The Cambridge Corporate University is committed to providing a positive learning and working environment where all members of the University community are treated with dignity and respect. The University will address direct and indirect discrimination, harassment and victimization on the grounds of:

- AGE
- DISABILITY
- GENDER REASSIGNMENT
- MARRIAGE AND CIVIL PARTNERSHIP
- PREGNANCY AND MATERNITY
- RACE OR ETHNICITY
- RELIGION AND BELIEF
- SEX AND SEXUAL ORIENTATION
- SOCIO-ECONOMIC BACKGROUND
- SPENT CRIMINAL CONVICTIONS
(WHERE THERE IS NO EXEMPTION
FROM THE LEGAL PROVISIONS IN PLACE)
- ANY OTHER IRRELEVANT FACTOR

Please pay close attention to the following notes regarding study breaks:

1. THE BOARD OF EXAMINERS only meet to award students academic awards two or three times a year. This means that if you do not complete your dissertation by the deadline for one Board of Examiners meeting, you will have to wait until the next Board of Examiners meeting before they can consider your degree award. A month's difference in the start date of your dissertation can make up to six months difference in when you can graduate.

2. WE STRONGLY DISCOURAGE LENGTHY BREAKS OR BREAKS BETWEEN EVERY MODULE

Taking a long study break or taking study breaks after every module can result in a "loss of momentum", and might result in students finding it difficult to benefit fully from their program. Unless there are extremely good reasons, you should restrict breaks in your studies to the maximum of 6 weeks for Online students or as per the University regulations for on campus students. Academic breaks for both on line and on campus students offer enough time to refresh without losing momentum of your study, research or work.

EXTENSION FEES

When planning breaks in your studies, taking a leave of absence or considering a withdrawal, bear in mind the fees agreed to in your Student Agreement cover the fees for a maximum period as follows:

36 MONTHS STUDY FROM THE ORIGINAL START DATE* FOR MASTERS PROGRAMS.

60 MONTHS STUDY FROM THE ORIGINAL START DATE* FOR DOCTORAL PROGRAMS.

If your studies (including breaks) extend beyond those periods, you are liable to pay an extension fee for each six months that your studies continue. For Doctoral programs, this will be in addition to any fees charged for taking longer than 24 months to complete your thesis.

3. MAXIMUM PERIOD OF STUDY

When planning breaks in your studies, taking a leave of absence or considering a withdrawal, it is essential you bear the maximum period of your study in mind:

Students on Masters programs must complete their studies within 72 months of the original start date.

Students on Doctoral programs must complete their studies within 96 months of the original start date.

You must be able to complete your studies within the above time period. If you do not do so then you will only be able to receive an academic award for the Credit Points you were awarded within that time period.

MITIGATING CIRCUMSTANCES

WHAT ARE MITIGATING CIRCUMSTANCES?

Students sometimes perform more poorly in assessments (whether examinations or other types of assessments) than their previous performance or achievements would have predicted. Sometimes this poor performance can be attributed, or partially attributed, to particular circumstances beyond the control of the student. These circumstances are described as 'mitigating circumstances' if they are accepted in mitigation of the poorer than expected performance. When a Board of Examiners accepts that there have been mitigating circumstances, it will usually not regard the student's poorer than expected performance at its face value in making decisions about the student's progress in studies or final degree classification.

MITIGATING CIRCUMSTANCES MIGHT INCLUDE:

- ILLNESS AFFECTING THE STUDENT
- BEREAVEMENT
- SERIOUS ILLNESS AFFECTING A CLOSE FAMILY MEMBER
- UNFORESEEABLE OR UNPREVENTABLE EVENTS

IMPORTANT NOTE!!!

YOU ARE NORMALLY EXPECTED TO SUBMIT THE MITIGATING CIRCUMSTANCES FORM AND ASSOCIATED DOCUMENTATION BEFORE THE END OF THE MODULE IN QUESTION, AS THIS WILL ALLOW TIME FOR YOUR PROGRAM DIRECTOR TO ENSURE THAT YOU HAVE PROVIDED ALL THE REQUIRED INFORMATION AND FOR THE MITIGATING CIRCUMSTANCES COMMITTEE TO CONSIDER YOUR REQUEST AND MAKE A RECOMMENDATION TO THE BOARD OF EXAMINERS.

Independent documentary evidence, such as medical certificates, must be provided in all cases to verify mitigating circumstances. Student guidelines on how to report mitigating circumstances, how cases are considered, and what action might be taken should your circumstances be accepted can be found here. The official form for submitting a claim for mitigating circumstances can be requested by the registrar office and via the program director. You should contact your program director in the first instance for advice on the mitigating circumstances procedure.

In most cases, co-operation between students in the Virtual Classroom will take the form of open discussion, which is available to the whole student group, Instructor, and other relevant staff. This kind of discussion is almost always legitimate and valuable, and if it is not, the Instructor will intervene to say so. However, any other kind of collaboration or use of another person's work, especially that which is not visible in the Virtual Classroom, runs the risk of being regarded as unacceptable collusion or plagiarism.

COLLABORATION IN CLASS

TO AVOID THIS, YOU MUST:

Seek advice from the module Instructor before embarking on any collaboration that takes place outside the Virtual Classroom, or in any other case when you are in doubt.

For work involving the study of a Company, you are not allowed to use the same Company. However, if it is the Company you work for or there is some other strong reason for preferring that Company, permission may be given by your Instructor and or your program director to use the same Company.

ACADEMIC HONESTY DECLARATION

All Cambridge Corporate University students are subject to the University's Code of Practice on Assessment and are therefore required to abide by the Academic Honesty policy outlined therein.

As part of this process, at the beginning of every module, each student is provided with an Academic Honesty Declaration outlining the standards required when undertaking a program of study with the University of Liverpool. Students are required to confirm that they understand the policy prior to the start of each module. To do this, students are asked to send a confirmation of acceptance to the official class email.

APPLICATION FOR A DUAL DEGREE

In some exceptional cases and based on the approval of the admission office and the program office, students may apply to be admitted to a dual track degree either in the same school or in two parallel schools at the University:

Some of the available Dual track degrees are:

- MASTERS + DOCTORAL PROGRAM DUAL TRACK
- DOCTORAL + POSTDOCTORAL FELLOWSHIP
- MBA + MASTER IN INTERNATIONAL RELATIONS
- MBA + EDD 'DOCTOR OF EDUCATION'

PLAGIARISM, COLLUSION AND FABRICATION OF DATA

ACADEMIC HONESTY DEFINITIONS

The following definitions are contained within the University's Code of Practice on Assessment and apply to all types of work submitted by students, including, for example, written work, diagrams, designs, charts, musical compositions and pictures.

Plagiarism occurs when a student misrepresents, as his/her own work, the work, written or otherwise, of any other person (including another student) or of any institution. Examples of forms of plagiarism include:

The verbatim (word for word), copying of another's work without appropriate and correctly presented acknowledgement.

The close paraphrasing of another's work by simply changing a few words or altering the order of presentation, without appropriate and correctly presented acknowledgement.

Unacknowledged quotation of phrases from another's work.

The deliberate and detailed presentation of another's concept as one's own.

MINOR PLAGIARISM

A small amount of paraphrasing, quotation or use of diagrams, charts etc. without adequate citation. Minor plagiarism may result from poor scholarship (i.e. when a student, through inexperience or carelessness, fails to reference appropriately or adequately identify the source of the material which they use).

Please notice that dual track degrees are very exceptional and require applicant to documentary confirm his/her outstanding achievements and ability to be enrolled in such challenging study track. Most of applicants will require a personal interview either face-to-face (On campus) or via Skype (Online) to be able to apply for such high ranking programs. All Doctoral students will require an official letter of recommendation from their program director and thesis supervisor.

Cambridge Corporate University follows the international standards on Academic Honesty, the University Charter provides guidance on plagiarism, collusion and the fabrication and/or embellishment of data. This page provides a brief guide to this policy.

MAJOR PLAGIARISM

Extensive paraphrasing or quoting without proper citation of the source;

Lifting directly from a text or other academic source without reference (where material is taken directly from a text or other source the cited material should be demarcated with quotation marks or in some other accepted way and the source should be cited).

The use of essays (or parts thereof) from essay banks, either downloaded from the Internet or obtained from other sources.

Presenting another's designs or concepts as one's own.

Continued instances of what was initially regarded as minor plagiarism despite warnings having been given to the student concerned.

Collusion occurs when, unless with official approval (e.g. in the case of group projects), two or more students consciously collaborate in the preparation and production of work which is ultimately submitted by each in an identical, or substantially similar, form and/or is represented by each to be the product of his or her individual efforts. Collusion also occurs where there is unauthorized co-operation between a student and another person in the preparation and production of work which is presented as the student's own.

Embellishment of data occurs when a small amount of data is enhanced or exaggerated in order to emphasize data which has been obtained by legitimate means.

Fabrication of data occurs when a student creates and presents an extensive amount or significant piece of data in order to conceal a paucity of legitimate data; or wholly fabricates a set of data in the absence of legitimate data.

Students found to have committed major plagiarism or to have colluded or to have presented fabricated data in an assessment are liable to be severely penalized. They may be given a mark of zero for the assessment concerned or, in the most serious cases, may even be required to terminate their studies.

Official Assessment and Grading System (OAGS)

PLEASE NOTICE THAT SOME CONDITIONS ARE MAY BE APPLICABLE ONLY FOR ON CAMPUS STUDENTS SUCH AS CLASS DISCUSSION GRADING.

ASSESSMENT

Actual grading procedures are outlined in a later section of this document. You are required to log in to your CCU email and download your study material in the first day of the week (each Monday), unless you are excused by the instructor for legitimated reasons. Grades for participation in fully online classes are evaluated based on extra assignments including cases analysis, video analysis, etc.). A student will not receive a passing grade for the module if he/ she does not participate integrally in answering and commenting on the DQAs each week and according to the direction provided by the class instructor.

Try to contribute an original viewpoint, include new information, lead a discussion and point to new resources. In short: do not simply react with copying part of the cases but try to add your views and share your experiences when you write your answer. All answers to the DQAs should be submitted in an academic article format and follow the Harvard referencing system. The rest of the final grade is based on the grades received in the hand-in assignments and the “exams” that will take the form of projects.



GRADING FOR THE MODULE

The weekly work in this module uses a scale of four grades to assess components of work:

1. **OUTSTANDING (O)**
UNIQUELY OUTSTANDING WORK
2. **GOOD (G)**
GOOD WORK, ABOVE THE MINIMUM REQUIREMENT
3. **MARGINAL PASS (MP)**
MARGINAL WORK, BARELY MEETS MINIMUM REQUIREMENTS
4. **FAIL (F)**
WORK BELOW MINIMUM REQUIREMENTS

THE GRADES ARE ACCREDITED ACCORDING TO THE FOLLOWING RULES AND PROCEDURES:

1. Students are required to log in to the CCU email at least four (4) of the seven (7) days of the week. So, try to log in as much as you can, preferably almost every day, so you can follow what is happening in the classroom and read any new email , comment, and respond to any enquiry from your class instructor in due time.
2. A student will not receive a passing grade for the module if he or she did not participate in a “meaningful” way in answering the DQA ‘ Discussion Questions Articles’ each week. Try to contribute an original viewpoint, include new information, lead a discussion, and point to new resources. In short: do not simply copy parts of the material and put a short comment on it. Try to add your views and share your experiences with the class, communicate questions that may relates to the application of the subject to your day to day work with your instructor via the class email. This in addition to your assignments and your hand in articles will ensure very strong and productive learning experience. Your class instructor will be available at least 5 days each week on the Skype platform and can discuss with you any issue related to your assignments and / or daily work experience. You can always schedule one to one chat-discussion with your instructor via the CCU Skype by emailing him/her in the class email. Class instructor will inform students about his/he timing availability on Skype at the beginning of each module.

Official Assessment and Grading System (OAGS)

3. Any assignment posted or handed in late, or not posted or not handed in at all will receive a grade of F. So, for your sake, the class’s and mine, hand in and post all materials on a timely basis!
4. Grades for individual assignments and contribution to discussions will be combined to produce final grades for each component of the assessment and then into the overall grade for the module, using the procedures detailed in the next section of this module, titled “Specific Grading Criteria”. I do not expect you to bother with this too much. We are all adults, and the whole idea of our pass/fail method is that you do not spend energy thinking about grades, but rather about what you need to learn. Most of you are expected to receive a “G” on most of your assignments.

SPECIFIC GRADING CRITERIA FOR THIS MODULE

MODULE HAS FIVE GRADED ELEMENTS, EACH WEIGHTED IN THE FINAL GRADE FOR THE MODULE. THREE OF THESE ELEMENTS ARE PRESENT IN EACH OF THE SIX WEEKS (PARTICIPATION, DISCUSSION QUESTIONS, AND INTEGRATION PAPER).

A. PARTICIPATION (6 WEEKS) [25% OF FINAL GRADE]

You cannot receive a passing grade for the module if you did not participate in a meaningful way in the discussion questions articles answered each week. Unjustified failure to do so will result in a lower grade in both the “participation” and the “discussion questions” categories, since a significant amount of the learning in a module such as this one happens in these two categories. You must participate in a meaningful way. Try to contribute original viewpoints, to include new information, or to take the lead in a discussion. If you can, add your views and experiences. Meaningful contributions to the discussions and responses to other postings are the essence of this category of assessment. Students who pay attention to this standard will typically be the best students.

PARTICIPATION GRADES WILL BE CALCULATED USING THESE GUIDELINES

Each week you will receive one of the following grades. Your instructor will discuss his/her expectations for these grades along with the criteria to be used to assign such grades:

The chart below will be used to calculate your component grade for Participation at the end of the module:

O	G	MP	F
Outstanding (A*)	4 or more	None	None
Excellent (A)	3 or more	None	None
Very Good (B)	5 or more		None
Good (C)	3 or more		1 or less
Marginal Fail (D)	2 or more		2 or less
Fail (F)	Less than 2		Or more than 2

B. DISCUSSION QUESTIONS ARTICLES (5 WEEKS) [45% OF FINAL GRADE]

There will be a number of discussion questions for you to respond to each week. You should respond to all discussion questions in two parts:

1. The first part requires a 2-3 pages from the article sent to the classroom email, received from the instructor and where you will provide an academic answer to the question based on the directions given by the class instructor.
2. The second part of your response is a 1-2 pages included at the end of each article you submit addresses your professional experience and the application of the case you study, the video you watch or the material you received in your daily work and illustrating how you can use your new learning experience in the real business life. You can also apply your new learning concept to draw a picture of future business vision or entrepreneurial activity. Your answer to the discussion questions articles should be sent maximum by Saturday of each week.

DISCUSSION QUESTION GRADES WILL BE CALCULATED USING THESE GUIDELINES

Each week you will receive one of the following grades. Your instructor will discuss his/her expectations for these grades along with the criteria to be used to assign such grades:

This chart will be used to calculate your component grade for Discussion Questions at the end of the module:

O	G	MP	F
Outstanding (A*)	4 or more	None	None
Excellent (A)	3 or more	None	None
Very Good (B)	5 or more		None
Good (C)	3 or more		1 or less
Marginal Fail (D)	2 or more		2 or less
Fail (F)	Less than 2		Or more than 2

C. INTEGRATION PAPER (WEEK 6) [30% OF FINAL GRADE]

This is the “assignment” due in week 6 (the last week) of each module, and is, perhaps the most significant assignment of the week. Here you have an opportunity to demonstrate your logic and reasoning and critical thinking capabilities in this one short document designed to “bring it all together.”

The danger here is that you will get locked into a “summary” or “rehashing” of the materials rather than an integration of the materials to demonstrate how the information gained can benefit you or your peers in the workplace. You must emphasize how the materials covered can assist you in the contemporary environment in which you are employed—and if all you end up with is a summary of the week, you will be graded down accordingly. This assignment is not designed to serve as a summary, but rather as closure for the week—application review—and preparation to move on to another week. In some cases class instructor may schedule an oral or chat one to one exam during this week to evaluate your take away benefits from the module.

INTEGRATION PAPER GRADES WILL BE CALCULATED USING THESE GUIDELINES

Each week you will receive one of the following grades. Your instructor will discuss his/her expectations for these grades along with the criteria to be used to assign such grades:

This chart will be used to calculate your component grade for the Integration Papers at the end of the module:

O	G	MP	F
Outstanding (A*)	4 or more	None	None
Excellent (A)	3 or more	None	None
Very Good (B)	5 or more		None
Good (C)	3 or more		1 or less
Marginal Fail (D)	2 or more		2 or less
Fail (F)	Less than 2		Or more than 2

F. END-OF-MODULE GRADES

Grades for the module will be based on the standards outlined in the table on the following page. The student is reminded that no grade awarded at the end of any module by the faculty member is considered “final” until designated as such by the Board of Examiners of the University of Liverpool.

STANDARD GRADE DESCRIPTORS

GRADE	DESCRIPTION OF WORK	KEY FEATURES
Outstanding (A*)	Outstanding: <i>Factually almost faultless; clearly directed; logical; comprehensive coverage of topic; strong evidence of reading/research outside the material presented in the program; substantial elements of originality and independent thought; very well written.</i>	Distinction: <i>Originality; Well-directed; Independent thought.</i>
Excellent (A)	Excellent: <i>Logical; enlightening; originality of thought or approach; good coverage of topic; clear, in-depth understanding of material; good evidence of outside reading/research; very well written and directed.</i>	
Very Good (B)	Very Good: <i>Logical; thorough; factually sound (no serious errors); good understanding of material; evidence of outside reading/research; exercise of critical judgment; well written and directed.</i>	Pass: <i>Essentially correct and complete; Competence.</i>
Good (C)	Good: <i>Worthy effort, but undistinguished outcome. Essentially correct, but possibly missing important points. Largely derived from material delivered in the program, but with some evidence of outside reading/research; some evidence of critical judgment. Some weaknesses in expression/presentation.</i>	
Marginal Fail (D)	Inadequate: <i>Incomplete coverage of topic; evidence of poor understanding of material; poor presentation; lack of coherent argument.</i>	Compensatable Fail: <i>Significant weaknesses, but serious effort.</i>
Fail (F)	Unsatisfactory: <i>Serious omissions; significant errors/ misconceptions; poorly directed at targets; evidence of inadequate effort.</i>	Fail: <i>Little or no achievement of learning outcomes.</i>

Bibliographic & Referencing

GUIDE TO BIBLIOGRAPHIC CITATION AND REFERENCING

WHY REFERENCE?

From reading academic articles and books, you should be familiar with the scholarly practice of making references in the text to other people's work and providing listings of relevant source material at the end of the text. Why is this done, and why should you adopt this approach in your own work? There are several reasons:

To enable someone reading the document to find the material you have referred to or consulted;

To demonstrate your width of reading and knowledge about a subject;

To support and/or develop points made in the text;

To avoid accusations of plagiarism: using somebody else's work without acknowledging the fact; and

Because you may be required to do so by your department.

TERMINOLOGY

In discussions on this topic, reference is variously made to "citations", to "references lists" and to "bibliographies". Strictly speaking, these terms mean and require different things.

Citation: a reference made in the text to a source of information. This can be in the form of a direct quotation, summarizing or paraphrasing.

References list: an organized listing of the works cited in the text, placed at the end of the document.

Bibliography: a full listing of all material consulted in relation to the research, including any source material not directly cited in the text, placed at the end of the document.

IT IS THEREFORE IMPORTANT, IN ANY FORMAL PIECE OF WORK, THAT YOU ARE CLEAR EXACTLY WHAT THE REQUIREMENTS ARE FOR REFERENCING AND THAT YOU FULFILL THOSE REQUIREMENTS.

ORGANIZING REFERENCES

In carrying out any piece of academic research, the process can be viewed in two main stages:

1. Searching for, finding and reading relevant source material.
2. Using and citing material in the final project/results, which may require the inclusion of a references list and/or a bibliography.

Note that, when reaching stage two, it is much easier and less effort to compile a bibliography or references list if you have recorded details of the material consulted in an organized way during the first stage, than if you have not.

The following guidance provides worked examples and templates showing how to apply the two most widely used referencing styles - the Harvard and the Numeric schemes - to the resources you are most likely to use and need to reference in academic work.

These examples are indicative rather than prescriptive. In referencing, slight variations from accepted styles are generally less important than consistency of approach. In circumstances where you are told, for instance by a University department, to use a certain style and how to apply it, you should use the specified style in that way and apply it consistently.

Bibliographic & Referencing

HARVARD STYLE !

PLEASE NOTICE THAT HARVARD SYSTEM IS THE MOST PREFERRED REFERENCING SYSTEM AT CCU, HOWEVER ALL OTHER SYSTEMS ARE ACCEPTED.

CITATIONS

Harvard style citations consist of author or editor family names and the date of publication of an item. One of two forms may be used:

Gray (1989) considers how to run a ...

One commentator (Gray 1989) has looked at ...

Where a work has more than three authors or editors, cite the name of the first named author or editor only, followed by, et al.:

e.g. A study of flora in Kenya (Stadler, J., et al. 2000) suggests ...

If you refer to two or more sources by the same person from the same year, distinguish them by adding a lower-case letter after the year, as follows:

Collins (2001a), Collins (2001b), Collins (2001c) etc.

Where quoting directly from a work, or referring to particular pages, provide the page number(s) after the date:

"How well you select your professional and business advisers will have a direct bearing on your business success." (Gray 1989, p.118).

REFERENCES LISTS AND BIBLIOGRAPHIES

GENERAL POINTS

In the Harvard scheme, the material in a references list or bibliography is listed in alphabetical order by author's family name. If an author has written more than one work, the works for that author should be listed in date order, oldest first. Where more than one work by the same author from a single year is referenced, put them in the alphabetical order of the additional lower-case notation. Thus (2000a) would go above (2000b) in the list.

In the Harvard scheme, the date of publication of an item immediately follows the details of the authors or editors, in parentheses (). If no reliable information is provided about the date, use the ? symbol to show the fact, such as (200?) or (1986?).

Where an item has more than three authors or editors, state the name of the first named author or editor only, followed by, et al.

If a work is a second or subsequent edition, the edition number should be noted after the title in the form 2nd ed., as appropriate.

Instructions on how to compose Harvard references for specific item types are given below, with examples. All of the sources used as examples are available through the University Library or on the Web, and it may help you in understanding how the references are constructed to look at these items.

It is customary to put the titles of books and journals in italics. An alternative is to underline them. Whichever method you use, use it throughout. The examples below all use italics.

1. BOOK

Author(s) - family name, initials. (Year). Title of book. Edition. Place of publication: Publisher.

Examples

- Anthony, G. (2002). *UK public law and European law*. Oxford: Hart.
- Cohen, H., Rogers, G.F.C. and Saravanamuttoo, H.I.H. (1996). *Gas turbine theory*. 4th ed. Harlow: Longman.

2. WORK IN EDITED BOOK

Where a work from an edited collection is cited, references to both the individual work and to the collection as a whole should be given.

Author(s) - family name, initials. (Year). Title of chapter. In: Editor(s) - family name, initials, ed(s). Title of book. Edition. Place of publication: Publisher, Chapter or page numbers.

Examples

- Luck, M. (1991). *Gender and library work: the limitations of dual labour market theory*. In: Redclift, N. and Sinclair, M.T., eds. *Working women: international perspectives on labour and gender ideology*. London: Routledge, Ch.2.
- Nustad, K.G. and Sending, O.J. (2000). *The instrumentalisation of development knowledge*. In: Stone, D., ed. *Banking on knowledge: the genesis of the global development network*. London: Routledge, pp. 44-62.

Bibliographic & Referencing

3. EDITED BOOK

Editor(s) - family name, initials, ed(s). (Year). Title of book. Edition. Place of publication: Publisher.

Examples

- Redclift, N. and Sinclair, M.T., eds. (1991). *Working women: international perspectives on labour and gender ideology*. London: Routledge.
- Stone, D., ed. (2000). *Banking on knowledge: the genesis of the global development network*. London: Routledge.

4. CONFERENCE PAPER

Where a paper from conference proceedings is cited, references to both the individual paper and the proceedings as a whole should be given.

Author(s) - family name, initials. (Year). Title of paper. In: Editor(s) - family name, initials, ed(s). Title of conference, location, date held. Place of publication: Publisher, Page number(s).

Example

- Micelli, F., Myers, J.J. and Murthy, S.S. (2002?). *Performance of FRP confined concrete subjected to accelerated environmental conditioning*. In: Benmokrane, B. and El-Salakawy, E., eds. *Durability of fiber reinforced polymer (FRP) composites for construction: proceedings of the second International Conference (CDCC 02), Montreal, May 29-31 2002*. Sherbrooke: Université de Sherbrooke, pp. 87-98.

5. CONFERENCE PROCEEDINGS

Editor(s) - family name, initials, ed(s). (Year). Title of conference, location, date held. Place of publication: Publisher.

Example

- Benmokrane, B. and El-Salakawy, E., eds. (2002?). *Durability of fiber reinforced polymer (FRP) composites for construction: proceedings of the second International Conference (CDCC 02), Montreal, May 29-31 2002*. Sherbrooke: Université de Sherbrooke.

6. REPORT

It is important to be able to identify the body on whose behalf research was carried out. For this reason, if a research report is part of a series, the title for the series and the volume/number of the report should be given at the end of the reference.

Author(s) - family name, initials. (Year). Title of report. Edition. Place of publication: Publisher. (Series and vol./no.).

Example

- Chang, D., et al. (2001). *Modernising service delivery: the better government for older people prototypes*. Leeds: Corporate Document Services. (Department of Social Security research report no. 136).

7. ACADEMIC THESIS

Author - family name, initials. (Year). Title of thesis. Type of thesis. Institution.

Example

- Maloney, D.R. (1996). *An investigation into the mechanism of catalytic chain transfer polymerisation*. Ph.D. thesis. University of Warwick.

8. JOURNAL ARTICLE

(use for print journal and electronic reproductions of print)

Author(s) - family name, initials. (Year). Title of article. Journal title, volume(issue number), Page number(s).

Examples

- Metcalfe, A., Diaz, V. and Wagoner, R. (2003). *Academe, technology, society, and the market: four frames of reference for copyright and fair use*. *Portal: Libraries and the Academy*, 3(2), pp. 191-206.
- Stadler, J., et al. (2000). *Exotic plant species invade diversity hot spots: the alien flora of northwestern Kenya*. *Ecography*, 23(2), pp. 169-176.

Electronic document

As yet, no precise standards have been developed for referencing electronic documents. However, the Harvard style can be adapted to accommodate these materials, noting the electronic format in square brackets.

9. ONLINE JOURNAL ARTICLE

(Web-based journals only; for online versions of print journals, give a reference to the print format)

Author(s) - family name, initials. (Year). Title of article. [Online]. (URL) Title of online journal, volume(issue). (Date accessed).

Example

- Gadd, E., Oppenheim, C. and Proberts, S. (2003). *The RoMEO project: protecting metadata in an open access environment*. [Online]. (URL <http://www.ariadne.ac.uk/issue36/romeo/>). *Ariadne*, (36). (Accessed 12 February 2004).

10. WEB SITE (EXCLUDING ONLINE JOURNALS)

Include in the reference as much of the following detail that is available from the Web page and related home page. Where a Web site has no identifiable author, and is not the work of an organisation, leave out the author details, beginning the reference with the title of the Web page.

Author(s) - family name, initials. (Year, month day). Title of document. [Online]. (URL). Place of publication: Publisher. (Date accessed).

Example

- Benn, T. (2002, June 21). *Recognition in a democracy*. [Online]. (URL <http://www.tonybenn.com/reco.html>). (Accessed 12 February 2004).

Note that the Web site for this document contains no publication details, so these are not included in the reference.

11. CD-ROM

Title of product. (Year). [CD-ROM]. Place of publication: Publisher.

Example

- *World development indicators*. (2003). [CD-ROM]. Washington, D.C.: The World Bank.



CITING FOREIGN BOOKS AND JOURNALS

1. Citing a foreign book or journal

If you are referencing a book in a foreign language, there are two ways to do it.

Either:

Give the title exactly as it appears in the book or article e.g. Remarque, E. M. (1974). *Im Westen nichts Neues*. Berlin: Ullstein

Or:

Provide the English translation of the title, together with details of the language the book or article was originally written in.

e.g. Remarque, E.M. (1974). *All Quiet on the Western Front* (in German). Berlin: Ullstein

It does not matter which of these methods you choose - the important thing is to be consistent and use the same one throughout your research.

2. Citing a translation

When referencing a foreign language item which has been translated, use the following format:

Remarque, E. M. (1996). *All Quiet on the Western Front*. Translated from the German by B. Murdoch. London: Vintage.

3. Quoting a foreign book or journal

When quoting from a foreign language work in the main body of the text, the quote should always be provided in English. The item should then be referenced in your bibliography using the format above.

NUMERIC (VANCOUVER) STYLE !

THERE ARE THREE MAIN DIFFERENCES BETWEEN THE NUMERIC (SOMETIMES CALLED VANCOUVER) STYLE AND THE HARVARD STYLE:

1. THE WAY MATERIAL IS CITED IN THE TEXT
2. THE POSITION OF THE PUBLICATION DATE IN A REFERENCE
3. THE WAY THE REFERENCES LIST IS ORDERED

CITATIONS

Material cited in the Numeric style is identified by a number, beginning with 1 for the first citation and continuing in sequence. One of three forms of noting the number may be used:

Gray1 considers how to run a ...

Gray [1] considers how to run a ...

Gray (1) considers how to run a ...

Where a work has more than three authors or editors, cite the name of the first named author or editor only, followed by, et al.:

Stadler, J., et al. [2] suggest in a study of flora ...

REFERENCES

GENERAL POINTS

The general points made in relation to the Harvard scheme about items with more than three authors or editors, second or subsequent editions, and putting titles in italics, apply to references in the Numeric scheme as well.

The key difference between references in the two schemes is the treatment of the date of publication. In the Numeric scheme, this usually follows the place of publication. If no reliable information is provided about the date, use the ? symbol to show the fact, such as (200?) or (1986?).

Instructions on composing Numeric references for specific formats of item are given below, using the examples referenced under the

HARVARD SCHEME

REFERENCES LISTS AND BIBLIOGRAPHIES

A references list should be provided at the end of the text, listed in numerical order, 1 onwards, to match the numerical citations in the text.

Any source material you wish or are required to refer to, but which is not cited in the text, should be contained in a separate bibliography after the references list. For a bibliography - as opposed to references list - the references should follow the alphabetical order of the author's family names.

Where quoting directly from, or referring to particular pages, in a work, the relevant page number(s) can be stated after the citation number, in the following way:

"How well you select your professional and business advisers will have a direct bearing on your business success." [1, p.118]

Where you refer to the same work on more than one occasion, two options are recommended. Either:

- *Re-use the same number as the first citation to the document or*
- *Continue the numeric sequence, proving an abbreviated reference to the document in the references list for the second and any subsequent citations (see below "abbreviated reference")*

1. BOOK

When referring to a particular part of a book, the relevant page or chapter number(s) can be given at the end of the reference, as an alternative to recording it in the citation. This also applies to references to reports and theses.

Author(s) - family name, initials. Title of book. Edition. Place of publication: Publisher, Year, Page or chapter number(s).

Examples

[1] Anthony, G. *UK public law and European law*. Oxford: Hart, 2002. [2] Cohen, H., Rogers, G.F.C. and Saravanamuttoo, H.I.H. *Gas turbine theory*. 4th ed. Harlow: Longman, 1996. [3] Anthony (ref. 1, p.25)

Abbreviated reference - reference [3] is an example of an abbreviated reference. This method should only be used where one source is quoted twice and you have cited the source in the text using different numbers.

2. EDITED BOOK

Editor(s) - family name, initials, ed(s). Title of book. Edition. Place of publication: Publisher, Year.

Examples

[6] Redclift, N. and Sinclair, M.T., eds. *Working women: international perspectives on labour and gender ideology*. London: Routledge, 1991. [7] Stone, D., ed. *Banking on knowledge: the genesis of the global development network*. London: Routledge, 2000.

3. WORK IN EDITED BOOK

Where a work from an edited collection is cited, references to both the individual work and to the collection as a whole should be given.

Author(s) - family name, initials. Title of chapter. In: Editor(s) - family name, initials, ed(s). Title of book. Edition. Place of publication: Publisher, Year, Chapter or page number(s).

Examples

[4] Luck, M. *Gender and library work: the limitations of dual labour market theory*. In: Redclift, N. and Sinclair, M.T., eds. *Working women: international perspectives on labour and gender ideology*. London: Routledge, 2002, Ch.2. [5] Nustad, K.G. and Sending, O.J. *The instrumentalisation of development knowledge*. In: Stone, D., ed. *Banking on knowledge: the genesis of the global development network*. London: Routledge, 2000, pp. 44-62.

4. CONFERENCE PAPER

Where a paper from conference proceedings is cited, references to both the individual paper and to the proceedings as a whole should be given.

Author(s) - family name, initials. Title of paper. In: Editor(s) - family name, initials, ed(s). Title of conference, location, date held. Place of publication: Publisher, Year, Page number(s).

Examples

[8] Micelli, F., Myers, J.J. and Murthy, S.S. *Performance of FRP confined concrete subjected to accelerated environmental conditioning*. In: Benmokrane, B. and El-Salakawy, E., eds. *Durability of fiber reinforced polymer (FRP) composites for construction: proceedings of the second International Conference (CDCC 02)*, Montreal, May 29-31 2002. Sherbrooke: Université de Sherbrooke, 2002?, pp. 87-98.

5. CONFERENCE PROCEEDINGS

Editor(s) - family name, initials, ed(s). Title of conference, location, date held. Place of publication: Publisher, Year.

Example

[9] Benmokrane, B. and El-Salakawy, E., eds. *Durability of fiber reinforced polymer (FRP) composites for construction: proceedings of the second International Conference (CDCC 02)*, Montreal, May 29-31 2002. Sherbrooke: Université de Sherbrooke, 2002?.

6. REPORT

It is important to be able to identify the body on whose behalf research was carried out. For this reason, if a research report is part of a series, the title for the series and the volume/number of the report should be given at the end of the reference.

Author(s) - family name, initials. (Year). Title of report. Edition. Place of publication: Publisher, Year, Page number(s). (Series and vol./no.).

Example

[10] Chang, D., et al. *Modernising service delivery: the better government for older people prototypes*. Leeds: Corporate Document Services, 2001. (Department of Social Security research report no. 136).

7. ACADEMIC THESIS

Author - family name, initials. Title of thesis. Type of thesis. Institution, Year.

Example

[11] Maloney, D.R. *An investigation into the mechanism of catalytic chain transfer polymerisation*. Ph.D. thesis. University of Warwick, 1996.

8. JOURNAL ARTICLE

(use for print journal and electronic reproductions of print)

Author(s) - family name, initials. Title of article. Journal title, volume(issue number), Year, Page number(s).

Examples

[12] Metcalfe, A., Diaz, V. and Wagoner, R. *Academe, technology, society, and the market: four frames for reference for copyright and fair use*. *Portal: Libraries and the Academy*, 3(2), 2003, pp. 191-206. [13] Stadler, J., et al. *Exotic plant species invade diversity hot spots: the alien flora of northwestern Kenya*. *Ecography*, 23(2), 2000, pp. 169-176.

As yet, no precise standards have been developed for referencing electronic documents. However, the Numeric style can be adapted to accommodate these materials, noting the electronic format in square brackets.

9. ONLINE JOURNAL ARTICLE

(Web-based journals only; for online versions of print journals, give a reference to the print format)

Author(s) - family name, initials. Title of article. [Online]. (URL) Title of online journal, volume(issue), Year. (Date accessed).

Example

[14] Gadd, E., Oppenheim, C. and Proberts, S. *The RoMEO project: protecting metadata in an open access environment*. [Online]. (URL <http://www.ariadne.ac.uk/issue36/romeo/>). *Ariadne*, (36), 2003. (Accessed 12 February 2004).

THESE GUIDANCE SHEETS PROVIDE EXAMPLES OF HOW TO CONSTRUCT HARVARD AND NUMERIC CITATIONS AND REFERENCES FOR THE MOST COMMON TYPES OF MATERIAL YOU ARE LIKELY TO CONSULT IN CARRYING OUT RESEARCH IN THE ACADEMIC ENVIRONMENT AND BEYOND.

A WIDE RANGE OF MATERIAL IS AVAILABLE OFFERING FURTHER GUIDANCE ON THE HARVARD AND NUMERIC SCHEMES, AND RECOMMENDED RESOURCES ARE LISTED IN THE BIBLIOGRAPHY BELOW. NOTE THAT THERE MAY BE DIFFERENCES IN SOME OF THE GUIDANCE OFFERED BY THESE RESOURCES. AS HAS BEEN STRESSED, IT IS ESSENTIAL THAT:

- WHERE YOU ARE INSTRUCTED TO USE A PARTICULAR STYLE, YOU USE THAT STYLE
- IF YOU HAVE A CHOICE AS TO STYLE, YOU SELECT ONE STYLE AND USE IT CONSISTENTLY

10. WEB SITE (EXCLUDING ONLINE JOURNALS)

Include in the reference as much of the following detail that is available from the Web page and related home page. Where a Web site has no identifiable author, and is not the work of an organisation, leave out the author details, beginning the reference with the title of the Web page.

Author(s) - family name, initials. Title of document. [Online]. (URL). Place of publication: Publisher, Year, month day. (Date accessed).

Example

[15] Benn, T. *Recognition in a democracy*. [Online]. (URL <http://www.tonybenn.com/reco.html>). 2002, June 21. (Accessed 12 February 2004).

Note that the Web site for this document contains no publication details, so these are not included in the reference.

11. CD-ROM

Example

Title of product. [CD-ROM]. City of publication: Publisher, Year.

Example

[16] *World development indicators*. [CD-ROM]. Washington, D.C.: The World Bank, 2003.

BIBLIOGRAPHY

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Withdrawal Policy

RETURNING TO STUDY AFTER WITHDRAWING FROM THE PROGRAM

Anyone who has previously withdrawn from a program may submit an application to re-join the program provided they would be able to meet the requirements for an academic award within the maximum study period (72 months from the original start date* for Masters program, 84 months from the original start date* for Doctoral program) and had made all required payments.

Students re-joining their program after withdrawal may apply for the transfer of any previously accumulated study Credit Points to their continued studies. If a student had previously received a Postgraduate Certificate or Diploma after their previous period of study, they would be required to return the academic award to the University in order to have the study Credit Points represented by that award transferred to their continued studies.

If you wish to withdraw you should fill out and return a Withdrawal Form available from the Registrar office.

WITHDRAWAL FROM A PROGRAM TAKES PLACE WHEN:

You need to take a study break that is longer the allowed period, and are not sure whether or when you will be able to resume your studies

You decide not to continue with your studies

The Board of Examiners decides that you have not made adequate academic progress that allows you to complete the program.

PLEASE NOTE THE FOLLOWING:

If you withdraw from a program whilst you have paid your full tuition in advance; the cost of your completed modules will be calculated plus the payment of 25% of your total fee as a withdrawal cost.

If you withdraw from a program whilst you pay via one of the available payment plans at CCU, you will be liable to the full entire paid installment part without considering the time of withdrawal and even if you did not complete any module in this part of study which is paid.

If you withdraw from a program that covered by a scholarship program at any time, your module cost will be calculated after the removal of the scholarship discount plus 25% withdrawal fee.

ALL WITHDRAWALS ARE SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS.

If you have accumulated 60 or more study Credit Points at the time of your withdrawal, you may qualify for an academic award subject to making all outstanding payments. The Examiner Board will be the body to decide on your qualification for this academic award certification.

Withdrawal from the program is a major step. We want to be able to help you achieve the goal you set yourself when you started studying. Before requesting a withdrawal you should consult your Program Director (PD) to see if there are alternative options available to you, such as a Leave of Absence.

Please note the information contained in this book is subject to change without notice and should be regarded as a guideline only. Students are subject to all Cambridge Corporate University regulations, policies and ordinances.

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