

STUDENT HANDBOOK



ERHVERVSAKADEMI
KOLDING

in collaboration with

Coventry
University 

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Essential information for all taught postgraduate students. This guide provides you with the key information you need whilst studying at IBA Erhvervsakademi Kolding and explains what is expected of you. You must read this thoroughly before starting your course and refer to it regularly.

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INTERNATIONAL BUSINESS ACADEMY (IBA)

IBA offers higher education courses at AP, Professional Bachelor and Master's levels, within areas such as finance, sales and marketing, communication, technology and web, production and management, amongst others. In addition, we offer various further educations and short courses to business people who need an upgrade to their skillset, along with 6-week courses for jobseekers within a wide range of fields.

At IBA, we are passionate about developing and delivering education courses that work in the real world, creating value for both companies and people. Within the courses we combine theory with practical skills, based around cases and projects, in collaboration with the business world - with internships as standard, or based around adult students' regular working days within a company.

IBA also puts focus on research, innovation and development, in collaboration with a wide range of companies and partner institutions, in Denmark as well as abroad. IBA works with over 85 universities and institutions across the globe, from overseas or far-flung countries such as China, South Korea, Brazil and America, to European countries such as France, Spain and Romania.

We are an active member of the Network of International Business Schools (NIBS). Study trips, student and employee exchanges, as well as confer-

ences and development projects, are all organized through this network of international partners. IBA students also take part in international case competitions.

IBA's Master's courses are accredited by Coventry University and the Danish Evaluation Institute. Many of our international partner universities also offer IBA students direct access to their higher education courses.

IBA has Erasmus Charter. Individual students from our partner institutions are therefore welcome here as exchange students, just as our Danish students have many opportunities to include an overseas trip as part of their studies.

In total IBA has around 4,700 students annually - represented by 1,500 full time students, and 3,200 students on the professional development courses. Students come from both Denmark and abroad, forming the basis of an exciting, attractive and international student environment.

IBA has around 120 permanent employees and 80 freelance teachers and lecturers.

IBA is located at Havneparken 1, 6000 Kolding. You will be based mainly in the building identified above and often the academic staff with whom you will have regular contact will also be based there.

Vision without action is merely
a dream. Action without vision
just passes the time. Vision with
action can change the world.

Joel Arthur Barker, 1991



STUDENT SUPPORT AND GUIDANCE

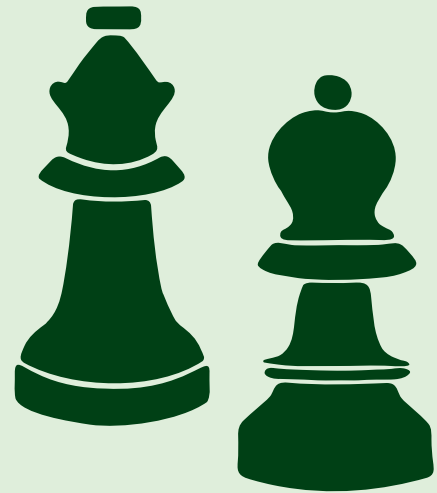
INFORMATION POINT

The reception desk (Information Point) is your first point of contact for any questions, queries or problems that you may have. If they cannot answer your question, they will be able to find or direct you to someone who can.



Fleur Artmann

IBA@iba.dk
Receptionist



COURSE TEAM

The Course Team manages your academic record and can help answer course, module and assessment queries. They can also help you understand the University's academic processes, rules and regulations.

You can call in during the drop-in hours via the Reception Desk. You can also make an appointment to see your Course Administrator / Course Director either by phone, email or via the Reception Desk. This is a good idea if you do not come into IBA every day.

If you telephone the Course Team, please have your CU student identity number (SID) / CPR-nr. ready.

- Put your name and SID number in the subject line of your email.
- Put your course at the beginning of your message e.g. MSc International Business.
- Keep your email as short and concise as possible.

A key standard of university-level education is student independence and initiative: IBA expects you to possess the skills and confidence you need to find things out for yourself, rather than requiring large amounts of direction.

The way to succeed at university is to be active in the pursuit of answers, rather than passively to wait for them to be given, whether in your courses or in general areas of student life.



Peter W. Lei

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Course Director
CU Study Courses (UK)



Franziska Feigl

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Course Administrator
Master's courses (UK)



Jelena Ose

JEOS@iba.dk
Course Administrator
Bachelor's courses (UK)

ACADEMIC AND PERSONAL SUPPORT

The academic staff will have particular responsibilities to ensure that your course of study operates as efficiently as possible to give you the maximum opportunity to benefit from your studies.



Albert Garland Elam
AGE@iba.dk
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Senior Lecturer



Jens Jørgen Nielsen
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Senior Lecturer



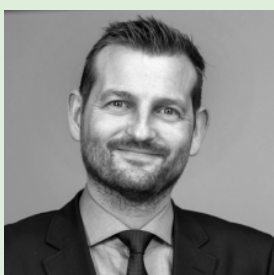
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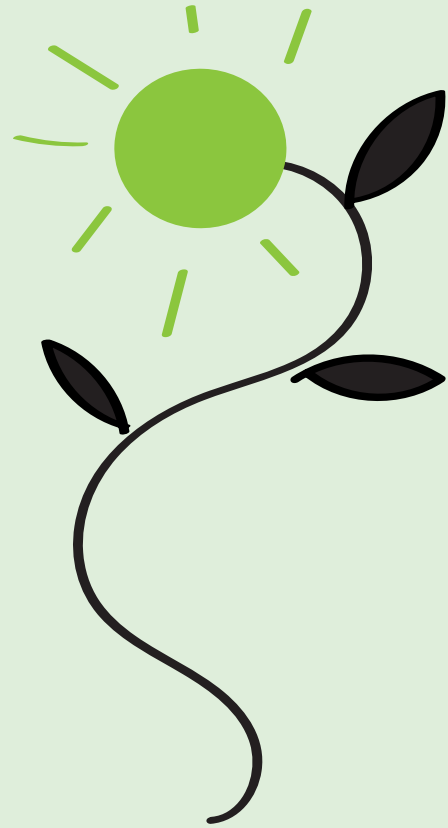


Martin Dam Nørgaard Magnussen
XMDM@iba.dk
Lecturer



Morten Kier
MKI@iba.dk
Senior Lecturer

POSTGRADUATE EMPLOYMENT TUTORING



The IBA have a dedicated Postgraduate Employment team that supports Postgraduate Students developing international employability skills sets and gaining work experience, internships and consultancy projects. A dedicated Postgraduate Employment Tutor provides specialist support and guidance upon Denmark including developing business acumen, understanding recruitment processes and assisting gaining volunteering and work experience opportunities.

The Postgraduate Employment Team builds relationships with external local and national organisations to generate opportunities for Postgraduate Students to build upon their skills and experiences.

In the job portal of IBA you can see a list of advertised internships, student jobs, full-time jobs and projects. As a student you can see vacancies or create a profile and get relevant adverts sent automatically.



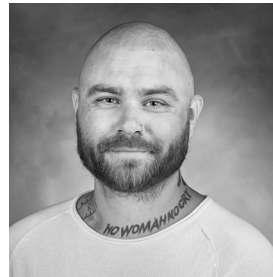
**Anne Miriam Lind
Sørensen Bøytler**
AMLB@iba.dk
Title

IT SUPPORT

During the course of your studies you will make extensive use of information technology. There is an IT Service Desk in the IBA to help you make the most of these facilities. You can visit them in person, call them on +45 40 88 40 19 or email it@iba.dk



**Silas Vasili
Juhl Pedersen**
IT-supporter
Tlf.: 72 11 82 99



Rune Saksager
IT-supporter
Tlf.: 72 11 82 99

STUDENT COUNSELLOR

Student counselling is an offer students can make use of during their studies. Student Counselling can help you get the best out of your studies when something in your life isn't optimal. The student counsellor has duty of confidentiality, so all conversations will take place in a confidential environment. You can book an appointment by emailing the student counsellor, and she will find a time that suits you. The student counsellor can also make a reference to a psychologist for you.

You can talk about everything from absence, death, addiction, mental illness, and exam anxiety.



Morten Kier
MKI@iba.dk
Student Counselor



Benjamin Thomas König
Student Priest



Line Langkjær-Schuldt
LILS@iba.dk
Student Counselor



Maria Outzen
Student Psychologist

BUDDY PROGRAMME



IBA buddies are student volunteers, and one will be assigned to you to help you through the first weeks in Denmark when some things will seem strange and unfamiliar.

Before coming to Kolding, you will get your buddy's name and contact details. It is important that you get in touch with her/him and let them know when you're arriving, so they can then pick you up at the train or bus station in Kolding. Your buddy will also show you the school and advise you on practical matters.

STUDENT REPRESENTATION

Student representation is an important element of academic life and is central to IBA quality procedures. You will receive information regarding this and how to become a student representative during the Induction Week. Student fora minutes will be sent to students and make clear how issues raised by students are responded to.

Your views are extremely important in contributing to the running and future shape of your course. There are several levels of student representation within the IBA:

- Course Approval Events with Coventry University and the Danish Evaluation Institute (EVA) - Questions about your study experience at IBA
- Agent Workshop - Panel Discussion "Why did students choose IBA?"
- Study Board meetings with Course Director and Course Administrator – Exchange about Student Satisfaction
- CCQEM (Coventry University Collaborative Course Quality Enhancement and Monitoring) process/report - Suggestions as to how IBA could improve the PG Course
- Induction Days - Welcoming new students
- Buddy Programme - Helping new students to settle in and find their way around IBA/ Kolding.

TEACHING AND LEARNING ENVIRONMENTS

You must read the information (available on your course CANVAS page) so you know what is expected of you, especially when taking exams and submitting coursework assignments:

- Your Student Handbook;
- Course Specification;
- Module Guides relevant to your course.

TEACHING, LEARNING AND ASSESSMENT ENVIRONMENTS

MS TEAMS is a simple to use platform where students, teachers, and staff can seamlessly work together, create content, and share resources.

WISEflow, a digital exam and assessment platform that has been used by IBA for a number of years. All coursework and exam papers have to be submitted via WISEflow.

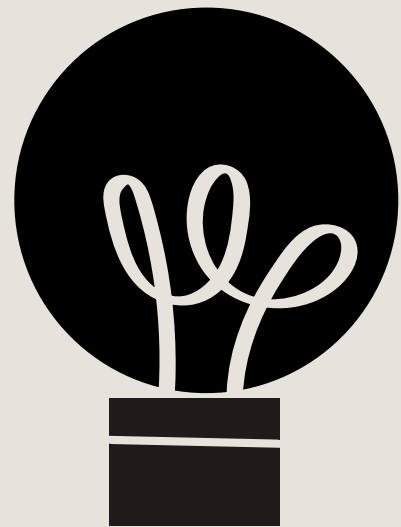
UMS, a user management system that has been used by IBA for a number of years. Your attendance is registered here and you can check your timetable. There is also an app IBA Erhvervsakademi Kolding.

CANVAS, a virtual learning environment that has been used by IBA for a number of years. All course materials can be found here. There is also an app CANVAS.

CANVAS is a simple to use, teaching and learning experience platform. Interaction and conversation is built into CANVAS through the feed. The feed is where everyone on your course/modules can interact with each other, ask questions, share content and discuss topics. CANVAS is easy to navigate and wherever you are in CANVAS you are only ever one click away from the course and module information.

Your course has an announcement section in CANVAS where your Course Team and module leaders will provide essential course information and updates.

Every module within your course has a module space in CANVAS associated with it. To gain access to your CANVAS spaces you will need a username and password. You obtain your username immediately upon enrolment.



The online module spaces are a vital learning resource and it is essential to engage with your modules on CANVAS regularly through your mobile, laptop or desktop computer. The module spaces provide access to a wide range of resources and facilities together with the essential information for that module.

Learning resources such as presentation slides or reading are generally made available by lecturers in advance of a teaching session.

All in all, CANVAS is a vital learning resource and it is essential that you incorporate CANVAS into your learning routine. Please note, however, that just as different teachers have different styles, module leaders will use CANVAS in different ways.

Our online learning platforms such as CANVAS are designed to enhance your learning and for most modules the information provided is to be used in addition to attendance at face to face teaching sessions.

We will send all official e-correspondence to your private email account. We will not respond to emails which are not sent from your personal email address. You must check your e-mail inbox regularly to keep updated with important information about your studies. If you do not, you cannot use this as a defence if you fail to meet any requirements.

REGULATIONS

The regulations govern all Coventry University courses of study at IBA Erhvervsakademi Kolding. They contain rules and important information about being a student. They are part of the formal contract between you and IBA Erhvervsakademi Kolding.

At IBA Erhvervsakademi Kolding, the Regulations are split into:

ACADEMIC REGULATIONS

- Admissions
- Management of assessments
- Awards and classifications

GENERAL REGULATIONS

- Your responsibilities during exams
- Code of Conduct
- Disciplinary matters

You should read the Regulations and refer back to them frequently so that you understand your responsibilities during your studies. All regulations are published on CANVAS.

The information in this handbook explains and provides guidance on some of the most important areas of the regulations.

By enrolling at IBA, you accept and agree to abide by IBA's Academic and General Regulations, codes of conduct and other provisions, and accept your responsibilities as a student. You also accept liability to pay fees at the appropriate level and by the due date.



THE MODULAR FRAMEWORK

All Coventry University postgraduate degree courses are made up of a number of modules (units of study) at agreed credit values.

1. MODULE LEVELS AND CREDITS

Your course handbook/course specification will give you full details of the requirements for each award.

The credit rating for each module is calculated according to the overall effort expected from a student in order to successfully complete that module. One credit normally represents 10 hours of total effort. Total effort includes all teaching activities and independent study.

Under the current curriculum framework 120 credits are required for the Postgraduate Diploma and a further 60 credits for the Masters award (180 total).

2. MODULE STATUS

Your course will be made up of mandatory modules. You must pass all modules to achieve your award.

3. INFORMATION ON MODULES OFFERED

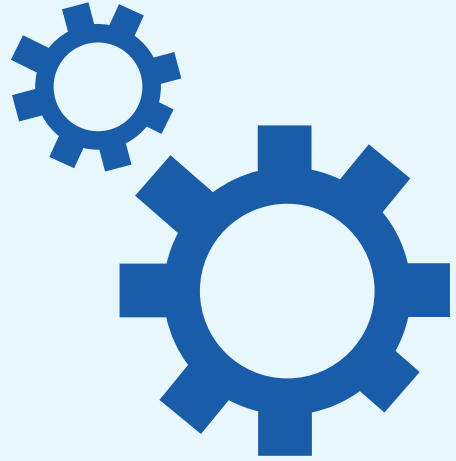
Each module has a Module Descriptor that sets out the aims and intended learning outcomes, the indicative content, method of assessment, essential and recommended reading and other information.

You can read the module descriptors for each module running in an academic year by checking CANVAS.

4. TIMETABLING

As a full-time student you can expect to complete a Postgraduate Diploma in a minimum of two semesters and a Master's degree in three semesters (one calendar year).

Please find the Academic Calendar on CANVAS and your timetable on UMS.



CHANGES TO YOUR INDIVIDUAL COURSE OF STUDY

If you decide to withdraw from the whole course, you must discuss this with your Course Director. Please read the Refund and Withdrawal Policy in your admission notice for further information.

ATTENDANCE

Students are expected to attend the classes for which they are enrolled punctually and regularly, and it is their personal responsibility to ensure that they do so. International students are required to meet the requirements of their residence permit. Students should note that certain external agencies have the right to request information on their attendance (e.g. SIRI).

Monitoring of attendance may take place at any point during a student's enrolment.

All students must report their absence to the Course Administrator and module leader.

COURSEWORK ASSIGNMENTS

'Coursework' = any type of assessed work that falls outside of the exam periods at the end of each teaching block. This may include essays, projects, presentations, etc.

You must submit written coursework via Wiseflow.

Penalties may be applied for exceeding any word limit set. Your module leader will let you know whether your writing within the word limit is part of the assessment. If the limit set is a maximum or a minimum, a penalty of 10% of the mark for that piece of work will be applied to submissions that exceed or are below the requirement by 10% or more.

You must manage your time to meet coursework submission deadlines. **If you submit an assessed piece of work late,**

without an authorised extension (see below), you will receive a mark of 0% for that piece of work.

ETHICAL APPROVAL

Ethical approval is needed when you plan to collect primary data for your research project or dissertation, e.g. surveys questionnaires, interviews etc. Ethical Approval must be obtained from your supervisor/ module leader prior to your project or dissertation. The Ethical Approval Form can be found on Canvas.

EXTENSIONS

If unforeseen circumstances arise before the due date of the work, you may apply for an extension to the submission deadline of up to two calendar weeks.

Extensions are only given for genuine extenuating circumstances and medical reasons. We do not grant extensions for bad planning of your time. Theft / loss of coursework or failure to keep back-up files are not valid reasons for an extension.

You can apply for an extension via email to the Course Administrator. Your request must be accompanied by original documentary evidence such as a doctor's note or some other official documentation.

You must apply for an extension before the due date of the assessment. We will consider your request and, if it is accepted, you will be given a new date by which you must complete and hand-in your work. The maximum extension period is two calendar weeks.

If your request is rejected, you may be able to appeal the decision - Section J below contains information about this process.

MODERATION AND FEEDBACK

We will mark your work and provide you with feedback explaining the strengths and weaknesses of your assignment.

We internally moderate the marking of all assessed coursework tasks. All assignments, projects and dissertations are double-marked.

There is an IBA commitment to provide results and feedback to students within 15 working days after submission of summative assessments, e.g. CW and Exam, in advance of results being confirmed and released formally via SOLAR.

Therefore, any results that are provided by this mechanism will be unratified and remain provisional until they are approved by the Course Assessment Board and released for you to view on SOLAR."



EXAMINATIONS

WHEN ARE EXAMS HELD?

The exam periods will take place during January, May and August.

No holidays should be booked during semesters, including exam periods.

Academic dates/semester dates can be found on CANVAS and UMS.

You must make sure you read your exam timetable on CANVAS/Wiseflow carefully and keep checking it as misreading the timetable is not a valid reason for missing an exam.

THE EXAM PROCESS

Candidates must avoid taking any of the following into any examination room.

If you have brought any of the items below to the examination room, they must be left in your bag (must not be kept in your pocket even if switched off). Place the bag under your seat and make sure all electronic devices are switched off completely.

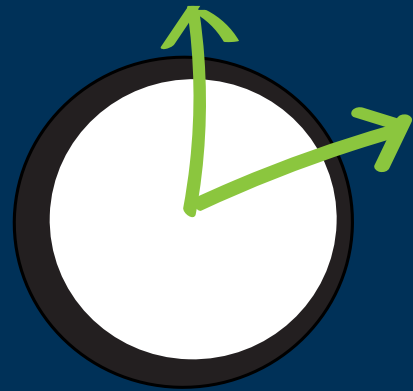
Please note that just taking these materials into an examination is an offence that can lead to penalties, even if a student is not caught in the act of using them to cheat or even if the item is not switched on.

- Any written materials, such as books, revision notes, papers (including blank, spare paper), calculator manuals
- Pencil cases
- Bags/brief cases etc
- Any electronic devices such as radios, Cassette/CD players/MP3 Players
- Mobile telephones and any other equipment with telecommunication facilities including watches, glasses which can connect to third parties via mobile signal, blue tooth etc. whether switched off or not;
- Any devices with alarms on such as phones, watches etc.
- Correction fluids e.g. Tipp-Ex
- Calculators which can store text (programmable); they will be confiscated and used as evidence of suspected exam misconduct.
- Unauthorised dictionaries are not allowed.

This list is not exhaustive.

IMPORTANT INFORMATION:

- Check you have the correct examination paper on Wiseflow.
- Check that you have been issued with any required extra materials (e.g. case study) as stated on the front of the paper.



- You cannot borrow or share calculators. All calculators must be non-programmable. The University is not responsible for providing spare calculators.
- You will not be allowed into the exam after it started.
- You may not leave in the first 30 minutes or in the last 30 minutes.
- If your first language is not English you may use a translation dictionary (not electronic) for the first 15 minutes of the examination only to clarify the meaning of the questions, (unless the examination gives different instructions).
- During the examination you may not smoke or eat. Only clear bottled water is allowed.
- If you have a query or need help in any way please raise your hand and an invigilator will come to you; do not leave your seat.
- If there is a fire alarm or other disturbance during the examination stay in your seat; the invigilator will tell you what to do. Do not talk to other candidates during the evacuation.

IT SYSTEM FAILURE AND/OR EXTREME WEATHER CONDITIONS:

If there is an IT system failure and there is no, or limited, access to the Wiseflow web-

site, you can find the latest information and notifications (for example any changes to the exam times due to extreme weather conditions) on CANVAS.

INDIVIDUAL EXAM ARRANGEMENTS/ ALTERNATIVE ASSESSMENTS:

If you need special exam conditions due to illness or disability (physical or sensory) you must apply to the Course Administrator before the exam period, and submit evidence. The request will apply to all exams, for the duration of your postgraduate degree so you need only apply once unless your conditions change. If you do not apply by the relevant deadline, we will not be able to offer special conditions for the exams, due to the number of applications and the need to produce the exam timetable.

In some exceptional cases, we may vary a specific assessment task for a student. Most disabilities and/or long standing health conditions can be supported through reasonable adjustments and/or special exam conditions, without varying the assessment task itself.

ACADEMIC INTEGRITY

We expect all our students to act with integrity in the way they study and communicate with others, which means that you must always complete your academic work in an open, honest and responsible manner.

You will learn about academic integrity and gradually develop a range of academic skills throughout your studies. If you would like additional support in any aspect of your learning and development, you may book a place for regular workshops and tutorials provided through the library.

All academic work builds on the work of other people. In order to make clear to readers the difference between your own words, images etc. and the work of others, you must acknowledge your sources by appropriate use of referencing, as explained in section I below. Computer software is used to systematically check students' submissions of work for originality and authenticity.

It is important that you understand what is expected of you and where to obtain support if you are unsure what to do or if you

are accused of academic dishonesty. Academic dishonesty means any attempt by a student to gain unfair advantage (e.g. extra marks) for her/himself, or for another student, in ways that are not allowed.

If suspicions arise that you have used unfair practices to gain an advantage in your academic work, then you will be invited to attend an academic conduct meeting.

HERE ARE SOME EXAMPLES OF ACADEMIC DISHONESTY:

Collusion means two or more students, or students and other people, working together in the preparation and production of work, which is then submitted as individual work for academic credit. In cases where one student has copied from another, all students involved may be penalised. The line between acceptable co-operation and unacceptable collusion varies according to the type of work involved. The module leader will issue clear guidance on how much co-operation is acceptable. If you are not sure, make sure you ask.



Falsification is the presentation of false or deliberately misleading data in, for example, laboratory work, surveys or projects. It also includes citing references to sources that do not exist.

Deceit concerns misrepresentation or non-disclosure of relevant information, including the failure to reveal when work being submitted for assessment has been or will be used for other academic purposes.

Plagiarism happens when you include other people's words, images etc. in your own work without acknowledging the source. Examples include:

- Using the words of a published source in a written assignment without appropriate documentation/acknowledgement
- Presenting someone else's original concepts, ideas, and/or arguments as your own
- Presenting someone else's scientific research, case studies etc. as your own, without properly acknowledging the source of the material
- Submitting an assignment that you've not

written yourself as your original work

- Copying answers or text from another student and submitting them as your own
- Using long pieces of text or unique phrasings without using quotation marks and acknowledging the original source
- Citing data without crediting the original source
- Proposing another author's idea as if it were your own
- Submitting someone else's computer course or spreadsheet with minor alterations as your own
- Presenting another author's structure or sequence of ideas as your own without giving the original author credit
- Submitting an assignment that you did not write yourself (e.g. downloaded from a sharing web site, provided by another student, written by a friend or relative especially for you or bought from an "essay mill")
- Resubmitting part or all of work for which you already had academic credit, without acknowledgment or prior authorisation (self-plagiarism)



Exam Misconduct is any attempt to gain an unfair advantage in an assessment (including exams), or assisting another student to do so. This includes taking unauthorised materials into exams, copying from other candidates, collusion, impersonation, plagiarism, and unauthorised access to unseen exam papers. Please take note that you are not allowed to take any electronic equipment into an examination (including phones, smart watches and glasses) that could be used to inappropriately communicate with others or to access information during the exam.

It is the role of IBA to ensure students have ample opportunities to learn and develop in their academic practice. Instruction and advice will be provided to enable students to comply with current academic conventions. It is only by following the academic process as defined in the training and advice, that students will develop understanding of their particular academic field, they will be able to produce good quality work of their

own in a more coherent and consistent way, thereby demonstrating that the required learning has taken place. Your co-operation is expected in actively protecting the integrity of the assessment process. It is your duty to observe high personal standards of academic honesty and integrity in your studies and to report any instances of malpractice you become aware of to the Course Team.

Allegations that arise will be investigated under the IBA's Academic Conduct procedures.

The maximum penalty for a proven case of academic dishonesty is expulsion from IBA. If you are found to have committed academic dishonesty, details of your actions will remain permanently on your student record and beyond your period of enrolment. If academic dishonesty is proven against a student after graduation they may have their academic award(s) withdrawn.



ACKNOWLEDGING SOURCES IN ACADEMIC WRITING

Gathering information from your reading of a variety of sources is an essential part of most academic writing, and it is important that you cite and reference these sources in the required style. All writers borrow ideas and concepts from other sources and building upon previous research and developing new ideas from previous findings is seen as good practice. However, these ideas and concept must be attributed correctly through citing the source in your writing and including a full reference for the material in your reference list. Whenever you use information from other sources

you must document the source in two ways:

- * provide an in-text citation of the source in the main body of your writing;
- * enter the source in the List of References at the end of your document.

You must cite and reference every piece of information that you borrow from another source because it is the intellectual property of the individuals or groups of people who have produced it. If you use any images, charts, graphs, statistics or quotations taken from other sources this



Niels Rabjerg Philipsen-
BIBEAk@iba.dk

Librarian

must be made very clear in your work. This is done by placing the words taken in speech marks (") or citing the source of any tables, graphs or images, together with page numbers. For more precise instructions on how to treat "Quoted" sources in the Harvard referencing style used by IBA check with module leader and the library. All statements, opinions, conclusions, images, etc. which you have understood or read from someone else's work (books, journals, lectures, videos, TV programmes, newspapers, internet pages, etc.) should be acknowledged, whether the work is mentioned, described, reproduced, summarised, paraphrased or directly quoted by you, regardless of whether the original source is in English or any other language.

WHY CITE AND REFERENCE?

- Good referencing practice demonstrates to your module leaders that you have read relevant materials and have understood the relevance, implications and effects of the concepts and ideas represented in those works.
- Good referencing practice enables students to build their ideas and hypotheses on the great works of authors in your discipline.
- Good referencing practice makes your writing scholarly and authoritative. It shows that you have researched your topic well, and shows your ability to follow academic standards.
- Good referencing practice displays intellectual honesty because the reader can see which elements of the writing are

original, and which are borrowed. Clear in-text citations and a full List of References help a marker to credit originality in your work.

- Good referencing practice allows your readers to locate and consult the sources you have used and enables you to go back to consult sources you have used in previous papers you have written.
- Poor referencing practice means that your writing is not based upon clear evidence, so it is hard to persuade your reader that your arguments are well-founded. Also be aware that the quality of your in-text citations and List of References is taken into account when assignments are marked.
- Poor referencing practice can give an impression of intellectual dishonesty because it is unclear to readers which information has been borrowed from another source. In the worst case this is plagiarism (see section H above), which means presenting someone else's work as your own. At IBA you will be penalised for plagiarism, whether it happens accidentally or deliberately. Therefore, it is important that you learn how to use and reference sources appropriately.

IBA uses the Referencing in Harvard Style. You must use this style of referencing within an assignment.

Full guidance on using the Harvard referencing style is available through the Library and on CANVAS. For more information or to book one-to-one support, please contact the Librarian.

WHAT TO DO IF YOU EXPERIENCE ILLNESS OR OTHER CIRCUMSTANCES THAT AFFECT YOUR STUDIES/ EXAMS

If you are unwell and feel that the illness is affecting your ability to complete work or attend an exam, you should make an appointment to see your doctor and obtain certified evidence (e.g. medical certificate, doctor's note etc.). This is a requirement of the procedures.

If illness or other circumstances affect your ability to meet a deadline for handing in assessed coursework or your ability to sit an exam, you should consult the detailed guidance on the procedures for dealing with extenuating circumstances. You will find information about what are acceptable reasons for having an extension or deferral approved on CANVAS.

If you hand in coursework on time or attend your exam(s), this will be treated as confirmation from you that you were fit for the assessment. We will not accept any later claim for extenuating circumstances for that assessment.

Requests for an extension or deferral will be considered by the Course Administrator.

IN BRIEF, THESE PROCEDURES ALLOW YOU TO REQUEST:

- a) an extension of a coursework deadline (up to a maximum of two calendar weeks from the original submission deadline);
- b) a deferral of assessment for a coursework or an exam (to the next assessment period).

ALL REQUESTS:

- must be submitted before the hand-in date of the coursework or the date of the exam;
- must be accompanied by appropriate third-party evidence. Original copies of the evidence should be submitted and all documents from medical practitioners must have a genuine practice stamp imprinted to confirm authenticity.

It is not possible to accept retrospective evidence or late requests.

APPEAL OF A DEFERRAL OR EXTENSION REQUEST REJECTION:

If you have significant new evidence regarding the initial request which was not considered with the original application, or if you have a specific allegation of irregularity about the conduct of the approval process, then you may appeal an unsuccessful decision.

- You have 5 working days from the rejection to appeal against the rejection of an extension application.
- You have 7 working days from the rejection to appeal against the rejection of a deferral application.

HEALTH AND SAFETY INFORMATION

Denmark is one of the world's safest countries. Crime rates are low – plus you get access to a comprehensive public healthcare system.

EMERGENCY

The Danish way of life is based on mutual trust and tolerance. Despite the low crime rate, you should be vigilant and take care of your valuables. The Danish police are approachable and helpful, so do not hesitate to contact them for assistance if you are in need. In the event of an emergency, call the emergency services at 112 for ambulance, police and fire services. When you dial the emergency call centre you will be asked for your name, address and the phone number from which you are calling. The call centre will then make sure that appropriate help is sent immediately.

HEALTHCARE

Once you receive your CPR number and health insurance card, you will have access to the Danish healthcare system, which includes free medical treatment - with some exceptions, such as dental care and physiotherapy.

Getting the Civil Personal Registration (CPR) number might take up to 2-3 months.

You are required to have an insurance or valid European Health Insurance for this period.

Please note: The Danish public healthcare system does not cover transportation to your home country in the event of illness.

THE DANISH NATIONAL HEALTH INSURANCE CARD

Upon registering with the Civil Registration System, you will receive a national health insurance card ('Sygesikringskort'). The card is your proof that you are entitled to all public healthcare services in Denmark, and must be presented at all visits to doctors, hospitals, and at pharmacists when collecting prescription drugs. The card states your name, address, and your CPR number, as well as the name and address of your doctor. It also provides healthcare coverage for up to one month on holiday trips within the EU/EEA and Switzerland.

ASSESSMENT BOARDS, REASSESSMENT AND RESULTS

After each assessment period your results will be considered by a Course Assessment Board (CAB).

A PAB considers the results of each student on a course and makes decisions about progression and awards. Results are unofficial and subject to change until they are confirmed by a PAB.

External examiners (impartial subject experts from outside IBA) are associated with each PAB. They attend these meetings and will consider a sample of students' work undertaken as well as teaching material and other documentation which has supported the teaching of a module.

This is part of a national system that ensures that standards are comparable across all UK universities.

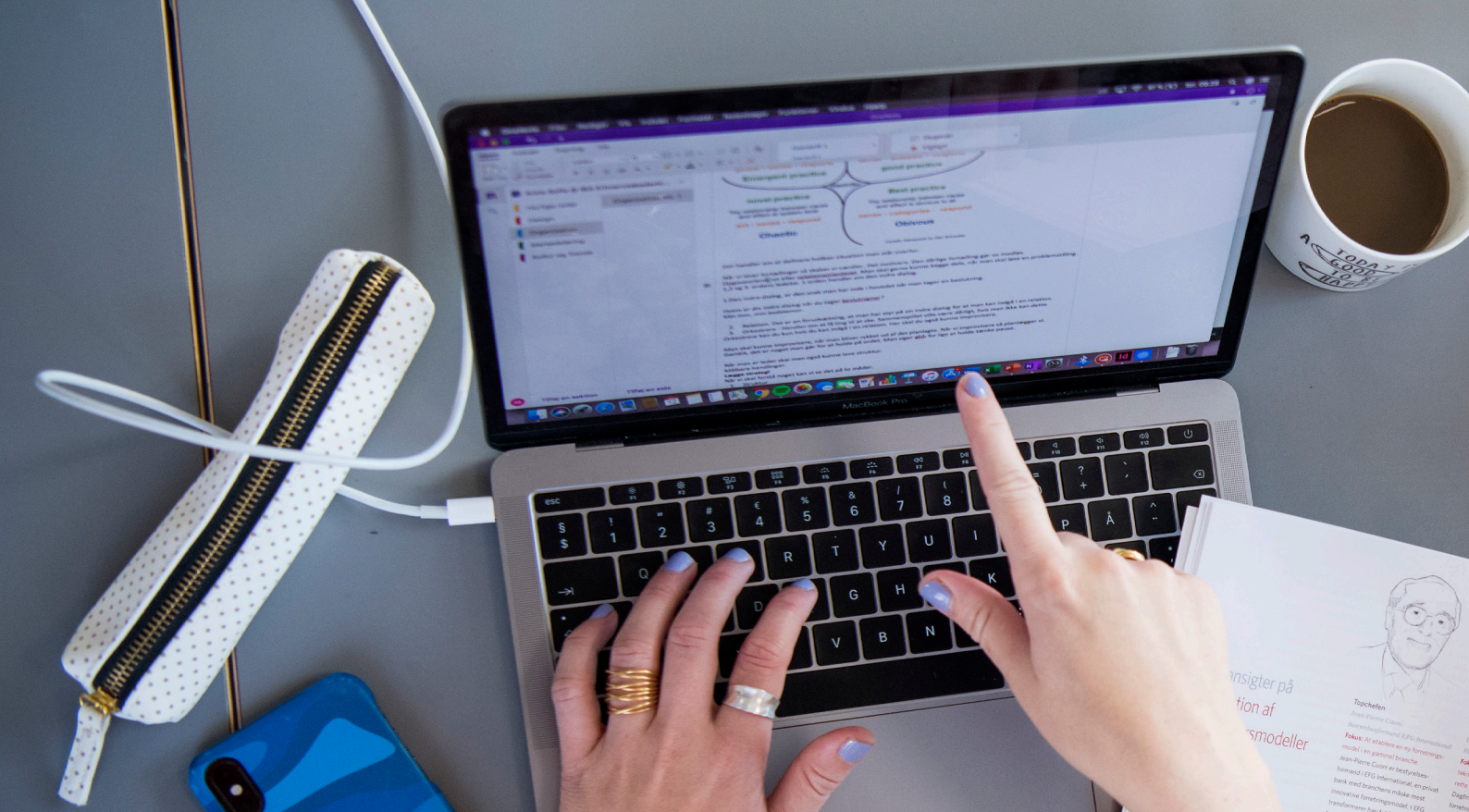
After the PAB has reached a decision about your progression on your course or your final award, your results will be released via the Student On-line Academic Record sys-

tem (SOLAR). We will send an email to your personal email account to tell you that your results are available.

We also use Wiseflow to confirm some assessment results before they have been formally confirmed and released via SOLAR. Any results provided through Wiseflow remain provisional until they are approved by the PAB and released on SOLAR.

If you do not pass all of your modules at the first attempt, the PAB will automatically allow you to resit the failed components on those failed modules without attendance at the next available opportunity.

If you fail your resits, the PAB will allow you a third attempt at the failed component(s). The overall module mark for second and third attempts will be capped at 40% or the highest earlier module mark.



AWARDS AND CLASSIFICATIONS

Awards of Master's, Postgraduate Diplomas and Postgraduate Certificates may be made with Merit or Distinction.

Thresholds for merit and distinction are normally 60% and 70% respectively.

Please check the Course Specification for information on how the classification is calculated.

If you have passed enough modules to be awarded a Postgraduate Certificate or Postgraduate Diploma, but intend to proceed to the next stage of your course, you are normally not entitled to receive a certificate, or attend an awards ceremony, at that time. An award is only made when you have completed your course of study and you have informed IBA of your decision.



APPEALS AGAINST ASSESSMENT RESULTS

If you want to appeal against the decision of a PAB, you must send an email to the Course Team within 10 working days of the release of your results on SOLAR. You must provide full supporting evidence for why you are appealing.

You may not appeal or request a review of your results simply because you disagree with the academic judgement of an Assessment Board about how it has assessed the merits of an individual piece of your work or about how it has reached a decision on your progression or final grade. Also, if you think

that your supervision or other arrangements were inadequate, this is not a valid reason to ask for a review and, if taken forward, it would be dealt with as a complaint.

The full details of how to appeal following the release of your results is available on CANVAS. If you have an appeal that is in progress your award will NOT be formally conferred until the appeal has been concluded. This may mean you have to wait for your certificate until the next conferment board meets.

GRADUATION AND REFERENCES

Month	Graduation Ceremony
July	Any student who has successfully completed their course and received their official results by February.
November	Any student who has successfully completed their course and received their official results by June.

Students cannot request to defer their ceremony. For more information about graduation, see the Graduation FAQs on CANVAS.

HIGHER EDUCATION ACHIEVEMENT AWARD (HEAR)

HEAR is your electronic transcript of the course you have undertaken and grades achieved, overall result, level etc. You can access this throughout your course so you can use it as evidence of completing each stage of your course. You can share it with employers if you are going for job interviews, agencies etc. You can access your Higher Education Achievement Report (HEAR) by registering at the following link: <https://www.coventry.ac.uk/theuniversity/key-information/registry/higher-education-achievement-report/>. A HEAR does not include attendance data, or comments about suitability for a specific role and is not an academic reference.

It is important you do this whilst you are a student and then set it up using your personal email address as you will then be able to keep accessing it once you are no longer a student with us. You will not be sent a hard copy of this document so it is important that you do register for it.

ACADEMIC REFERENCES

If you need an academic reference you have to request this form the Course Director. You should seek permission in advance of using their name to make sure they are happy to do this and to also give your written consent to share data with a third party.



HOW TO MAKE A COMPLAINT

We work hard to ensure that our students and staff create a positive and responsible community. However, there may be occasions when you want to raise concerns.

You should always try to resolve your concerns informally within the Course Team before pursuing the formal procedure (as outlined on CANVAS). Please raise any concerns or queries you have at the earliest opportunity so that they will be easier and quicker to resolve. Relevant staff at IBA

(your module leader, the Course Director, or the Course Administrator) should be able to help you resolve the majority of problems or concerns, unless you would prefer to seek impartial advice and support.

DISCIPLINARY PROCEDURES

You are an important member of the community of IBA. As a member of that community we expect you to:

- respect the rights and property of other students and of the wider community
- behave politely
- be tolerant of the views of others
- act like a responsible citizen, and
- respect where you live.

If you behave inappropriately (called an 'act of misconduct'), this will be dealt with under the Student Disciplinary Procedures.

You must not behave in ways that will cause actual or potential damage or harm to IBA or others (including reputational damage or harm). You must not prevent or interfere with the functioning, activities or operation of IBA nor with the work, studies or activities of those who are connected with IBA (including those who work at, study at and visit IBA). You must also behave appropriately when you are away from IBA but in an IBA context, for example on a company

visit or summer school programme, or in situations where there is some link to IBA or its reputation.

If you break our Code of Conduct or any of our rules and regulations about behaviour, we are likely to take disciplinary action.

MISCONDUCT INCLUDES, BUT IS NOT LIMITED TO:

- conduct that is also a criminal offence
- causing damage to IBA property or to property that belongs to someone else
- threatening, racist and/or abusive behaviour
- conduct that causes or could cause physical or mental damage, harm, alarm or distress to others
- inappropriate behaviour via social media
- failure to follow all IBA rules and regulations, codes of conduct or codes of practice
- behaviour on or off campus that damages or could damage the reputation of IBA

If you are found to have committed an act of misconduct, a penalty can be imposed. This is in addition to other outcomes such as a Written Warning.

Details of any disciplinary action taken as a consequence of an act of misconduct will remain permanently on your student record and beyond your period of enrolment.

USE OF SOCIAL NETWORKING SITES

Whilst the use of social networking sites has grown significantly in recent years, and can be a very useful tool for communication and learning as well as for online social interaction, students engaged in courses at IBA must be mindful of their responsibilities in relation to their behavior on social networking sites, such as Facebook.





IMPORTANT FINANCE INFORMATION AND FEE IMPLICATIONS

PAYMENT OF TUITION FEES / PAYMENT INSTALMENT PLANS

All self-funding students paying a full course fee are entitled to pay fees by termly instalments.

OVERDUE AND UNPAID TUITION FEES

You must pay your tuition fees on time, failure to do so will result in your system access being blocked and may ultimately lead to exclusion and withdrawal from your course. Students are encouraged to contact the Course Administrator at the earliest opportunity if they are having difficulty meeting their financial obligations.

RE-ASSESSMENT

If you fail a resit of a module you will be required to retake the module the following year, and you will have to pay for it.

CHARGE TABLE

Academic Misconduct:	DKK 2.000
Re-take of module	DKK 2.500
Re-submission of dissertation:	DKK 5.000
Registration/ Non-attendance company visit	DKK 150

WITHDRAWING FROM YOUR COURSE

Please read the Refund and Withdrawal Policy in your admission notice for further information.

PRIVACY POLICY FOR STUDENTS AT THE IBA INTERNATIONAL BUSINESS ACADEMY

This privacy policy applies to those who have submitted an application to study at the IBA International Business Academy, Havneparken 1, 6000 Kolding, and those who are enrolled at the IBA.

The IBA is the controller responsible for the processing of your personal data. It is our duty to process your personal data in a responsible way, and you should contact us if you have any questions about this Privacy Policy or the processing of your personal data. Moreover, we have appointed a Data Protection Officer (DPO), whose task it is to advise the IBA on the processing of your personal data in accordance with the relevant regulations.

In the sections below, you can read more about when, how and for what purposes we collect and use your personal data.

WHEN YOU APPLY TO THE IBA

When you apply to the IBA, we process the following personal information about you: [name, contact details, date of birth, education, course participation, evaluations, etc.] In addition, we process your CPR number for identification purposes.

We do not process any sensitive personal information about you.

We do not access criminal records, and consequently do not generally process information regarding criminal offences.

PURPOSE AND LEGAL BASIS

Our purpose for processing your personal data is to manage your application and determine whether or not you may be admitted to the IBA.

Moreover, your data will be used anonymously for statistical purposes, such as compiling tables of our students' educational background, age, grade point average, completion rates, etc.

The processing of your personal data is carried out when necessary, and for the following purposes:

- In order to fulfill a contract to which you are a party (i.e. regarding your admission to the IBA), as set out in article 6(1)(b) of the GDPR.
- In order to fulfill a legal obligation (such as the reporting of certain information to the SU Board), as set out in article 6(1)(c) of the GDPR.
- In order to pursue a legitimate interest, or more specifically in cases where the interest of the IBA is considered to be of great importance, such as in providing relevant educational offers, the administration of courses, etc., as set out in article 6(1)(f) of the GDPR.

In certain cases, we may also obtain your consent to the processing of your personal data in accordance with article 6(1)(a) of the GDPR.

The processing your CPR number is due to legal requirements, more specifically § 11(2) (1) of the Data Protection Act.

We may disclose your CPR number in situations where it is considered to be a natural part of IBA proceedings, or when otherwise necessary in order to ensure that you can be uniquely identified. Disclosure may also be made to public authorities, if they so request.

INFORMATION REGARDING CRIMINAL OFFENCES

We will only process information about (potential) criminal offences in cases where we suspect a criminal offence committed in a study-related context. In such cases, the processing will be based on our legitimate interest in protecting IBA and preventing criminal offences from taking place.

WHEN YOU ARE A STUDENT AT THE IBA

When you are a student at the IBA, we process the following personal information about you: [name, contact details, date of birth, education, course participation, evaluations, your photo, personality tests, grades, etc.]

As part of the student administration, certain categories of sensitive personal data may also be processed in some cases, relating primarily to health, such as medical certificates, long-term illness, and sick leave.

We also process your CPR number for identification purposes.

We do not access criminal records prior to your admittance, and consequently do not generally process information regarding criminal offences.

PURPOSE AND LEGAL BASIS

The purpose of processing your personal data is to manage your course of study.

The processing of your personal data is carried out when necessary, and for the following purposes:

- In order to fulfill a contract to which you are a party (i.e. regarding your admission to the IBA), as set out in article 6(1)(b) of the GDPR.
- In order to fulfill a legal obligation (such as the reporting of certain information to the SU Board), as set out in article 6(1)(c) of the GDPR.



- In order to pursue a legitimate interest, or more specifically in cases where the interest of the IBA is considered to be of great importance, such as in the administration of your course of study, class evaluation, etc., as set out in article 6(1)(f) of the GDPR.

In certain cases, we may also obtain your consent to the processing of your personal data in accordance with article 6(1)(a) of the GDPR.

The processing of your sensitive personal data will only take place in the following cases:

- In any case where you have given your explicit consent, in accordance with article 9(2)(a) of the GDPR.
- In any case where the processing is deemed necessary for compliance with obligations relating to employment, health or social law, as well as specific rights, in accordance with article 9(2)(b) of the GDPR.
- In any case where the processing is deemed necessary for the establishment, exercise or defense against legal claims, in accordance with article 9(2)(f) of the GDPR.

The processing your CPR number is due to legal requirements, more specifically § 11(2)(1) of the Data Protection Act.

We may disclose your CPR number in situations where it is considered to be a natural part of the IBA proceedings, or when otherwise necessary in order to ensure that you can be uniquely identified. Disclosure may also be made to public authorities, if they so request.

INFORMATION REGARDING CRIMINAL OFFENCES

We will only process information about (potential) criminal offences in cases where we

suspect a criminal offence committed in a study-related context. In such cases, the processing will be based on our legitimate interest in protecting IBA and preventing criminal offences from taking place.

PHOTOS

The photo that was uploaded or taken of you during your enrolment at the IBA will be stored in the student administration systems and used internally for your student card and the class overview.

Situational photos from class or other student environments may be used for marketing purposes, e.g. in brochures or on the website. This is owing to our legitimate interest in promoting our educational activities, as set out in article 6(1)(f) of the GDPR. Photos may also be taken at graduation. These photos may be published in print and digital media on the basis of the same legitimate interest as mentioned above. You are not required to have your photo taken.

If we require a photo of you, you will be contacted in order to obtain your consent.

PERSONALITY TESTS FOR EDUCATIONAL PURPOSES

In cases where personality tests are considered a natural part of a course, they are carried out on the basis of our legitimate interest in ensuring the best possible educational courses, as set out in article 6(1)(f) of the GDPR. The results will usually be discussed in class. However, any student may contact their instructor in order to request an exemption from personality tests. This request will be granted, given that the request is made at the beginning of the course.

The instructor will delete all test results immediately upon completing the course.

PROJECTS AND ASSIGNMENTS

The projects and assignments you hand in

during your studies will be stored in Wise-flow, our digital exam system.

Projects and exam papers are permanently stored in the Urkund system, which is designed to check for plagiarism. If the submitted project is confidential (e.g. made in collaboration with a company), it may be removed from Urkund after having been checked for plagiarism.

When uploading your project to Wiseflow, you must decide whether or not to permit its publication. This is voluntary.

JOURNAL RECORD REGARDING YOUR STUDY – “THE STUDENT RECORD”

The IBA creates a record for you in our system of records. The purpose of this record is to preserve and document affairs regarding your studies. This may include documents pertaining to SU, absences, complaints and warnings. Any correspondence with you on these subjects is also stored within the system.

PROCESSING OF PERSONAL DATA AFTER COMPLETION OF STUDIES

In as much as the IBA is obliged to continuously adapt our courses to the labor market, you may receive an email or phone call after having completed your studies. In such cases, you will be asked to participate in questionnaires and interviews regarding your current employment situation and relevant educational offers.

DISCLOSURE OF YOUR PERSONAL DATA

In certain cases, your personal data may be disclosed to third parties. For example, your UNI-Login is disclosed to praktikportalen.dk, in order for you to be set up as a user. Moreover, any information regarding sick leave is disclosed to your local municipality (given that you are part of a support scheme). And lastly, relevant information is provided to the SU Board for their use in allocating SU.

Furthermore, we have engaged certain data processors to perform a number of tasks on our behalf. These data processors will have access to your personal data. However, they may only lawfully access and process your personal data on our behalf in order to accomplish such specific tasks as determined by IBM. Data processors may be, for example, providers of personality tests, digital exam systems and other IT solutions.

TRANSFER OF YOUR PERSONAL DATA TO COUNTRIES OUTSIDE EEA

In the event that your personal data should be transferred to a country outside the EU/EEA, we will provide adequate data protection by entering into standard EU contracts with the recipient, or by targeting recipients that are subject to particular certification mechanisms, or are otherwise based in so-called “safe” countries, approved by the European Commission.

DURATION OF STORAGE

We will store your personal data for as long as is necessary to fulfil the purposes described above, including the full duration of your time as a student at IBA. Nevertheless, your personal data will be updated regularly, and we recommend that you inform us if you change your address, obtain a new phone number, etc. Data which are no longer necessary to fulfill the purposes described above are deleted on a continuous basis.

Unsuccessful applications are kept for [insert number of years], starting from the date of application.

Successful applications are kept for as long as the person is a student at the IBA, and for [insert number of years] after the completion of their studies.

Personal data of previous students are kept for [insert number of years], starting from the date on which the student either gradu-

ated or left the IBA.

Grades are kept in the student administration system for 30 years after the completion of studies, in accordance with [insert relevant law].

In cases where an appeal is pending, the time of erasure will be extended until the appeal has been concluded.

YOUR RIGHTS

As the data subject, you have a number of rights which may be exercised at any time by contacting our DPO. You can send an email to DPO@herningsholm.dk, or call +45 25 42 48 24 or +45 25 42 48 18.

You have the right to know about all your personal data that we collect and process, as well as the right to receive a copy of it. Moreover, you have the right to object to the way we process your personal data; to request the revision or erasure of data that you believe to be inaccurate or outdated, etc.; and to request more restricted processing of your personal data. Some of the aforementioned rights require the fulfillment of certain conditions in the data protection legislation.

As the data subject, you also have the right to data portability, provided the fulfillment of certain conditions in the data protection legislation. The right to data portability means that you have the right to receive, in an organized, accessible and machine-readable format, the personal data concerning yourself that has been submitted to us, where the processing is carried out automatically, and the legal basis for the processing is by consent or by contract. Moreover, if technically possible, you have the right to have your personal data transferred to another controller.

You have the right at any time to object to the

processing of your personal data for direct marketing purposes.

As you have given your consent to the processing of your personal data, you nevertheless have the right to withdraw your consent at any time. The withdrawal of your consent does not, however, affect the lawfulness of the processing prior to the withdrawal. Upon withdrawal, the processing of your personal data will cease and your personal data will be deleted, unless there is a legitimate basis for continued storage, e.g. for purposes of documentation.

QUESTIONS AND COMPLAINTS

If you have any questions regarding this Privacy Policy, wish to exercise any of the rights mentioned above, or disagree with the way we process your personal data, please contact our DPO at

DPO@herningsholm.dk, or by calling +45 25 42 48 24 or +45 25 42 48 18.

You may also appeal to the Danish Data Protection Agency, which is the Danish authority responsible for supervising the processing of personal data. Contact details are available on their website, at www.datatilsynet.dk.

CHANGES TO THE PRIVACY POLICY

This Privacy Policy will be updated and amended at regular intervals, or when necessary due to changes in data protection legislation and practice. Consequently, we recommend that you keep yourself informed.



CODE OF PRACTICE

To maintain the high quality of IBA courses, and to ensure that all parties involved are clear about commitment and expectations, we expect staff and students to adhere to the following Code of Practice.

STUDENTS CAN EXPECT STAFF TO:

- provide clear and comprehensive Module and Course Guides.
- adhere to the module timetable (other than in exceptional circumstances).
- provide high-quality, focused and research-based teaching.
- provide relevant supporting materials.
- provide guidance on additional reading.
- provide opportunities for active learning.
- mark and return assignments within an agreed time limit.
- be responsive to student feedback.
- be available for consultation during advertised office hours.
- provide full information on changes to deadlines and other important events as far in advance as possible.

STAFF CAN EXPECT STUDENTS TO:

- read Module and Course Guides.
- be familiar with guidance on course requirements.
- avoid plagiarism/self-plagiarism.
- attend all scheduled sessions.
- take responsibility for their own learning.
- read and engage with materials provided.
- independently engage in pre-class and follow-up reading and activities where specified.
- respect assignment submission deadlines.
- provide early notification of any difficulties.
- ensure that all classes are free from unnecessary interruption.
- consult staff during office hours, but otherwise by appointment only.
- make appropriate use of available learning support resources including the Library, CANVAS, etc.
- keep up to date with the latest information provided about their course and modules via CANVAS and Wiseflow.





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in collaboration with

