Glasgow School *for* Business & Society



GLOBAL MBA

Programme Handbook 2023/2024

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1. Introduction

1.1 Welcome to the School

Welcome and congratulations on joining Glasgow School *for* Business and Society (GSBS). I am delighted that you have chosen to study with us and we will do our best as a team to ensure your higher education is enjoyable and valuable in building your future career.

The programme on which you are about to embark is uniquely designed to help you understand business and the society in which it operates. Our programmes have won plaudits in the recent National Student Survey and our research has been recognised in REF 2021 in a range of departments. What this means is our teaching and our research is being recognised at a national level.

In this School we believe it is equally important to understand the needs of society and how the operating environment for business is changing our lives and how organisations react. We believe our programmes reinforce the University commitment to the Common Good and to the UN Principles for Responsible Management Education (PRME).

A further enhancement to your education arises from the School's success in gaining professional accreditations for so many of our programmes, building the reputation of your education to employers in a variety of sectors. These numerous accreditations for relevant programmes include amongst others: the Chartered Institute of Personnel and Development, the Chartered Institute of Marketing and the prestigious international European Foundation for Management Development Programme Accreditation Scheme (EPAS). Professional accreditation is an endorsement of the quality of GSBS programmes and reaffirms the School's commitment to continuous improvement.

Our programmes are designed to help you enhance your skills and knowledge both within formal higher education and outside of University. Think carefully about building a work experience profile that will improve your curriculum vitae and improve your employability. We also encourage you to engage with extra-curricular activities which the University offers as a means of widening your skills, building professional networks and building friendships. During your time here please consider how you can engage with the University's Common Good agenda to enrich your personal development and attractiveness to future employers.

Please understand you have my best wishes for your future study with us. Please do not hesitate to contact me to help in any way with your learning journey and time here at Glasgow Caledonian University.



Professor J John Lennon PhD MPhil BSc (Hons)
Dean of the Glasgow School *for* Business and Society
Glasgow Caledonian University, Glasgow G4 0BA E: jjle@gcu.ac.uk

1.2 Welcome to Your Programme

A very warm welcome to you all!

I am delighted to welcome you to the Global MBA programme. The Global MBA is a dynamic programme designed around the University's commitment to the Common Good and the UN Principles for Responsible Management Education (PRME). In line with this, it aims to develop leaders who can understand the global context in which organisations operate today and are able to create sustainable businesses in a socially responsible manner.

To achieve this, the programme utilises a variety of learning and teaching methods, all of which will encourage your energetic participation and active involvement in learning.

I hope your learning journey on the Global MBA will be both challenging and rewarding, and I look forward to meeting you all and working with you throughout you Global MBA studies.

My best wishes to you all.



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1.3 Your Programme Handbook

The University is committed to providing students with accurate, complete and readily accessible information about their programme of study and the learning opportunities, sources of support and guidance available to them. The aim is to support your achievement and inform your choice at all stages of your study at the University.

The Programme Handbook is one aspect of ensuring you have access to important and useful information. Please note that information about the University's services may be subject to change so we urge you to use the Student Home Page and other methods of programme communication to keep up-to-date with all University matters.

Please ensure you familiarise yourself with all aspects of the Handbook and the University's Assessment Regulations

1.4 GCU's Commitment to Students

GCU is a community that views staff and students working as partners as central to the delivery of excellence in learning and an outstanding student experience. This is reflected in Strategy 2020 and embedded in all that we do. The GCU community – students, staff and the Students' Association – are all responsible for partnership working in practice.

During Session 2016/17, *GCU Community: Working Together in Partnership* was developed by staff and students working together. It is structured around a set of four principles which inform and underpin our partnership working in practice. The Principles are based on the GCU Values (**Responsibility; Creativity; Integrity; Confidence**) and the Students' Association strategic priority areas (**Partnership; Belonging; Empowering; Innovation**). The Partnership Agreement outlines how we will work together to enhance the student experience; it describes the GCU culture of partnership working, rather than a list of actions to be taken.

Underpinning our Partnership Agreement is the GCU Student Experience 2020 Action Plan, which was developed in partnership between staff and the Students' Association. The Plan outlines a range of actions to enhance the student experience, focusing on four priority areas:

- Student Engagement
- Programme Organisation, Management and Delivery
- Assessment and Feedback
- Wider Student Experience

These priorities and actions will be the focus of our shared activity and will be used to assess and evaluate the impact of our partnership working. We are very proud of our Partnership Agreement and are committed to its continual development and joint annual review.

2 Your Programme

2.1 Introduction to Your Programme

The Global MBA programme presents students with an opportunity to engage in an exciting pathway of self-development, which directly addresses industry requirements for graduates who are reflective practitioners, with an understanding of the broad context and principles of managing organisations and themselves, across local and global contexts, in changing environments.

The Global MBA programme enables graduates to develop an analytical and evidence-based approach to key aspects of leadership and management in today's complex global context. The programme provides opportunities through GCU's global network to build a truly global learning environment beyond the students' campus of study. Through active learning and enquiry, students exercise initiative and personal responsibility in order to develop the ability to learn independently and to engage in critical enquiry and personal development. A broad awareness of organisational life including knowledge of the business and commercial environments within which all organisations function underpins students' ability to make decisions in complex and unpredictable contexts. This

fosters a knowledge fusion that underpins creativity, professional competence and thought leadership.

The Global MBA aligns with and supports the GSBS vision *"To be internationally recognised for encouraging innovative socially responsible business practice".* All modules on the programme are strongly underpinned by the UN PRME and Common Good principles and reinforce the UN Sustainable Development Goals (SDGs), ensuring that the Global MBA graduates are prepared appropriately for the global business environment, placing emphasis on responsible leadership, ethics and sustainability. Through its Transnational Education partnerships (TNEs), the programme provides opportunities to broaden GCU's global network and to build a truly global learning environment for the Global MBA students, beyond the students' campus of study. The Global MBA has been recognised as a global leader in the Corporate Knights 2021 and 2022 Better World MBA Rankings by ranking 27th in the world (6th UK University on the list) in 2021 for its clear focus on sustainability and its alignment with the UN's Sustainable Development Goals; the Global MBA programme improved its ranking to the 18th place in the 2022.

2.2 Key Programme Contacts

Name	Title	Room	Email Address
Irene Mains	Head of Department	W717	Irene.Mains@gcu.ac.uk
Dr Afroditi Dalakoura	Programme Leader	W713	Afroditi.Dalakorua@gcu.ac.uk
Jackie Bryden	Programme Co-ordinator	W117	j.bryden@gcu.ac.uk
Dr Afroditi Dalakoura	Personal Tutor	W713	Afroditi.Dalakorua@gcu.ac.uk
Dr Bing Wu Berberich	Personal Tutor	W713	Bing.WuBerberich@gcu.ac.uk
Learning Development Centre	Academic Development Tutors	W508	ldcgsbs@gcu.ac.uk

2.3 Programme Team Roles and Responsibilities

During your time at the University you will meet a variety of staff members whose role will vary, but ultimately it is to support you during your studies. Because of the University's commitment to excellence in research, delivering business and professional services and being internationally networked, our staff have roles which extend beyond student support. They will therefore not always be immediately accessible and as such it is sensible to make appointments in advance. Where you have an emergency, the School Professional Services offices in each School are always accessible during working hours.

So that you know which member of staff to approach with queries or problems, please familiarise yourself with the key Programme Team Roles:

- **Module Leader and Seminar Tutor**: the Module Leader is the academic member of staff responsible for the organisation and delivery of a module. Some modules can be very large and involve large numbers of teaching staff, such as Lecturers and Seminar Tutors. Seminar Tutors teach the seminar classes in support of lectures. You should normally approach your module Seminar Tutor first if you are having any problems with that particular module, but you can also speak to the Module Leader.

- **Year Tutor**: your Year Tutor is the next main point of contact to help you resolve queries, problems or issues (after the seminar tutor/module leader). They support the Programme Leader and are academic members of staff. You will be given details of your Year Tutor at the start of each session.

- **Programme Co-ordinator**: Programme Co-ordinators manage all administrative matters relating to programmes and students. They support the work of the Programme Leader, Year Tutors and Module Leaders. If you are unsure of who to contact in the first instance, the Programme Co-ordinator will be happy to advise you.

- **Programme Leader**: this is the academic member of staff in overall charge of your programme and is responsible for monitoring and managing its academic health and the overall quality of the student learning experience. As academic members of staff they may also be involved in teaching modules.

- **Personal Tutors:** you will have a named Personal Tutor who is a member of academic staff. You should meet with your personal tutor two to three times a year to discuss your academic studies, co-curricular activities that enhance your profile and reflect on any issues that may impact on your overall performance at university

  Personal Tutoring is not just about giving you the opportunity to talk if you have a problem; it is intended to help you develop personal, academic and professional skills. The tutoring meetings will help you to develop skills that can improve your academic performance and make you aware of areas for professional and personal growth and development. Personal Tutors can help you navigate through assessment feedback and can work with you to produce academic development plans which can help improve your record of academic attainment. For further information, please visit the Personal Tutoring website

- **Academic Development Tutors**: Academic Development Tutors work in the School's *Learning Development Centre* (LDC). They work with Programme Teams to enhance students' academic skills. They offer services in classes and one-to-one appointments. Students are encouraged to utilise this service as means to maximise their potential in areas such as:
  - Academic reading and writing skills
  - Getting the most out of lectures and seminars
  - Effective note-taking
  - Successful exam techniques
  - English for academic purposes
  - Critical thinking
  - Presentation skills
  - Avoiding plagiarism

2.4 Programme Aims and Learning Outcomes

The Global MBA programme addresses the global environmental changes and challenges with a socially responsible, research underpinned and innovative curriculum. It is designed for enterprising

and socially-minded individuals with aspirations to excel in leadership roles with an instinct for creating sustainable businesses in a socially responsible manner. The programme aims to:

- support career development for strategic roles in management, where key focus is to develop managerial behaviour which embeds Responsible Leadership into day-to-day business practice and focuses on working towards a sustainable global society;
- broaden and update the students' management knowledge and skills, with particular reference to responsible leadership in the global context;
- develop the students' ability to analyse management situations which are uncertain, ambiguous or carry risk;
- further develop the students' ability to competently communicate to their stakeholders' alternative approaches to the analysis and resolution of management issues and problems;
- further develop the students' skills in applying research methods and problem-solving techniques to management issues.

Intended Learning Outcomes: the programme provides opportunities for students to develop and demonstrate knowledge and understanding; applied knowledge, skills and understanding; generic cognitive skills; communication, numeracy and ICT skills; and autonomy, accountability and working with others in the following areas:

3A Knowledge and understanding

A1 Comprehensive theoretical and research-based grounding in contemporary business management and leadership practices as applied to a range of local, international and global organisational contexts

A2 Critical awareness of the impact of globalisation and internationalisation on organisational environments and business management, strategy, and leadership

A3 Comprehensive understanding of different sources of financial and business data to assess the risk management and make informed decisions to improve the performance of organisations

A4 Critical awareness of the challenges in sustainable business development, their relevance to corporate social responsibility, business ethics and a business' impact on society

A5 Critical awareness of responsible leadership principles and practices for developing agile, inclusive and effective organisations in national and international contexts

A6 Critical understanding and analysis of the role of marketing principles and practices in creating organisational value

A7 Critical understanding of environmental, societal and contemporary issues associated with strategy process, responsible management, managing change and implementation

A8 Advanced knowledge and critical understanding of the value and design of research and enquiry

3B Practice: Applied knowledge, skills and understanding

B1 Think in a critically reflective and creative manner in matters relating to business management and people leadership, solve complex problems and make decisions using a significant range of management and leadership associated skills and techniques

B2 Demonstrate responsible and ethical people management and leadership of diverse and multicultural workplaces within the global economy

B3 Demonstrate professionalism in designing and/or critically evaluating business strategies, policies and practices and their impact on organisations and people

B4 Plan and conduct research and enquiry into business management related issues, individually or as part of a team, through research design, data collection and analysis, synthesis and reporting

B5Recognise and address ethical dilemmas, corporate social responsibility, governance, regulatory compliance and sustainability issues

B6 Exhibit commercial acumen and awareness of risk in demonstrating an ability to practice in a wide and often unpredictable variety of professional level contexts

B7 Critically evaluate relevant financial and business data, a wide range of relevant sources and a variety of information formats in order to produce evidence-based management solutions and recommendations for decision and subsequent action.

B8 Critically appraise organisational requirements and constraints in response to global or sector specific challenges and formulate suitable strategic responses

B9 Managing risk, change, uncertainty and ambiguity in the application of management strategy, policy and practice in dynamic and disruptive environments

B10 Analyse the key strategic tools and techniques in marketing and branding in creating organisational value.

3C Generic cognitive skills

C1 Apply critical analysis, evaluation and synthesis to forefront issues in management and leadership to extend knowledge and thinking on a required topic area

C2 Identify, conceptualise and define new and abstract problems and issues

C3 Develop original and creative responses to problems and issues

C4 Ability to apply a disciplined approach to comprehensive evidence-based analysis, with attention to detail

C5 Creativity, original thinking and agility in decision-making with considerations of people and organisational implications

3D Communication, numeracy and ICT skills

D1Present, challenge, defend and communicate ideas, assumptions and results clearly, inspirationally and unambiguously using a range of media (written, oral and digital) to a range of audiences with different levels of knowledge/ expertise

D2 Numeracy, quantitative and MS Excel skills in manipulating, analysing and interpreting financial and statistical data

D3 Effective written communication: report, essay, project, reflective writing skills

D4 Apply appropriate software in the analysis and presentation of information to suit purpose

D5 Using appropriate technology, interpret qualitative/quantitative data to solve research and business problems

3E Autonomy, accountability and working with others.

E1 Personal ability to apply the UN Sustainable Development Goals, ethical decision making and Responsible leadership to one's own professional practice as well as management strategies and practices in the workplace, and make a positive difference

E2 Demonstrate leadership and team-working, as appropriate, to make a significant contribution in group work situations and practice critical reflection on own and others' roles and responsibilities

E3 Demonstrate multi-cultural sensitivity and inter-personal skills in working with colleagues and practitioners

E4 Demonstrate leadership and/or initiative and make an identifiable contribution to change and development and/or new thinking

E5 Take responsibility for and manage partnerships, people and resources effectively in inclusive environments

E6 Self-discipline, time management, planning and organisation skills

2.5 Programme Structure

2.5.1 Modules

The Global MBA, as all GSBS Masters programmes, went through Review in December 2022. Hence, the structure of the programme for students commencing on the programme in September 2023 onwards has some differences to the structure of the programme prior to September 2023.

The modules which you will be undertaking on the Global MBA programme are:

Global MBA Full-time (for students who enrolled on the programme in January 2023 or earlier)

Postgraduate Certificate (60 credits) – Trimester A			
MMN225373: CREATING ORGANISATIONAL VALUE (15 CREDITS)	MMN225372: CORPORATE CITIZENSHIP IN A GLOBAL AGE (15 CREDITS)	MMN227203: RESPONSIBLE LEADERSHIP (15 CREDITS)	ELECTIVE MODULE (15 CREDITS)
Postgraduate Diploma (120 credits) – Trimester B			
MMN225379: STRATEGIC MANAGEMENT (15 CREDITS)	MMN225377: OPERATIONS MANAGEMENT & ANALYTICS FOR MANAGEMENT DECISION MAKING (15 CREDITS)	MMN225376: METHODS FOR EVIDENCE BASED PROJECTS (15 CREDITS)	ELECTIVE MODULE (15 CREDITS)
MBA (180 credits) – Trimester C			
MMN225375: MBA PROJECT (60 CREDITS)			

Option Modules: Students are advised that programme design often means that core modules, which deliver the substantive learning outcomes for your programme, are complemented by optional module choices. In order to ensure the best possible student experience, students are reminded that restrictions such as minimum and maximum number of students may apply. Every reasonable effort will be made to ensure your choices. However, it should be noted that this may not be possible if the module has either been oversubscribed or has not attracted sufficient student interest and is not viable to run.

TRIMESTER A ELECTIVE MODULES (15 CREDITS EACH):

MMN224930: GLOBAL SUPPLY CHAIN MANAGEMENT
MMN624104: RESOURCING AND TALENT MANAGEMENT
MMN524957: CONSUMER BEHAVIOUR
MMN324931: FINANCIAL MANAGEMENT FOR GLOBAL DECISION MAKERS

TRIMESTER B ELECTIVE MODULES (15 CREDITS EACH):
MMN224934: PROCUREMENT AND QUALITY MANAGEMENT
MMN124948: MANAGING PEOPLE IN GLOBAL ORGANISATIONS
MMN524960: STRATEGIC BRAND MANAGEMENT
MMN224993: BUSINESS CONTINUITY AND CRISIS MANAGEMENT

Global MBA Full-time (for students who enrol on the programme in September 2023 or later)

MBA Programme Modules:

Postgraduate Certificate (60 credits) – Trimester A			
MMN130230: RESPONSIBLE LEADERSHIP SKILLS IN INTERNATIONAL CONTEXTS (15 CREDITS)	MMN530227: MARKETING AND BRAND MANAGEMENT (15 CREDITS)	MMN230225: CORPORATE SOCIAL RESPONSIBILITY FOR SUSTAINABLE DEVELOPMENT (15 CREDITS)	ELECTIVE MODULE (15 CREDITS)
Postgraduate Diploma (120 credits) – Trimester B			
MMN230231: STRATEGIC MANAGEMENT (15 CREDITS)	MMN330226: FINANCIAL AND BUSINESS DATA ANALYSIS (15 CREDITS)	MMN930229: METHODS FOR BUSINESS RESEARCH AND CONSULTANCY (15 CREDITS)	ELECTIVE MODULE (15 CREDITS)
MBA (180 credits) – Trimester C			
MMN930228: MBA PROJECT (60 CREDITS)			

Option Modules: Students are advised that programme design often means that core modules, which deliver the substantive learning outcomes for your programme, are complemented by optional module choices. In order to ensure the best possible student experience, students are reminded that

restrictions such as minimum and maximum number of students may apply. Every reasonable effort will be made to ensure your choices. However, it should be noted that this may not be possible if the module has either been oversubscribed or has not attracted sufficient student interest and is not viable to run.

TRIMESTER A ELECTIVE MODULES (15 CREDITS EACH):

MMN230174	Global Supply Chain Management
MMN530247	Consumer Behaviour and Ethical Consumption
MMN130218	Social Innovation Solutions
MMN230173	Sustainable Operations Management
MMN230214	Leading Responsible Change

TRIMESTER A ELECTIVE MODULES (15 CREDITS EACH):

MMN630233	Crisis and Operational Resilience
MMN230178	Project Management
MML130202	Managing Risk in the Global Economy
MMN530232	Applied Social Marketing
MMN130235	International Trade and the WTO

DISTANCE LEARNING MBA (for students who enrolled on the programme in January 2023 or earlier)
Our fully flexible distance learning Global MBA is delivered 100% online to allow students to fit study around other time commitments. For part-time study we recommend undertaking the 8 core modules and final project in the following sequence:

Trimester A
MMN225373: Creating Organisational value (15 credits)
MMN225372: Corporate Citizenship in a Global Age (15 credits)
Trimester B
MMN225379: Strategic Management (15 credits)
MMN224993: Business Continuity and Crisis Management (15 credits)
Trimester C
Summer Holiday
Trimester A
MMN225378: Responsible Leadership (15 credits)
MMN324931: Financial Management for Global Decision Makers (15 credits)
Trimester B
MMN225377: Operations Management & Analytics for Management Decision Making) (15 credits)
MMN930229: Methods for Business Research and Consultancy (15 credits)
Trimester C
MMN225375: MBA Project (60 credits)

DISTANCE LEARNING MBA (for students who enrolled on the programme in September 2023 or later)
Our fully flexible distance learning Global MBA is delivered 100% online to allow students to fit study around other time commitments. For part-time study we recommend undertaking the 8 core modules and final project in the following sequence:

Trimester A
MMN230225: Corporate Social Responsibility for Sustainable Development (15 credits)
MMN530227: Marketing and Brand Management (15 credits)
Trimester B
MMN230231: Strategic Management (15 credits)
MMN630233: Crisis and Operational Resilience
Trimester C
Summer Holiday
Trimester A
MMN130230: Responsible Leadership Skills in International Contexts (15 credits)
MML130202: Managing Risk in the Global Economy (15 credits)
Trimester B
MMN330226: Financial and Business Data Analysis (15 credits)
MMN225376: Methods for Evidence-Based Projects (15 credits)
Trimester C
MMN930228: MBA Project (60 credits)

2.6 Module Assessments

Programme and Module Timetables for all classes are posted on the GCU website prior to the beginning of the Trimester. Information on how to access can be found at (https://www.gcu.ac.uk/currentstudents/essentials/timetable). Guidance on how to access individual Student Timetables with allocated seminar groups for modules is also available using this link. These are available to access once students have registered.

2.6.1 Module Assessments

The assessments of the core MBA modules are summarised below:

Responsible Leadership Skills in International Contexts		
CW	Individual report 3000 words plus appendices	100%
Crisis and Operational Resilience		
CW	Individual 3000-word business continuity report	100%
Strategic Management		
CW	Individual Report 3000 words	100%
Social Innovation Solutions		
CW1	2000-word essay	30%
CW2	Group presentation	70%
Marketing and Brand Management		
CW	Individual Integrated Brand Portfolio for Consumer Branding 3,000 words plus appendices	100%
Financial and Business Data Analysis		

CW	Spreadsheet modelling plus 3,000 words individual report.	100%
Corporate Social Responsibility for Sustainable Development		
CW1	Group presentation	40%
CW2	Individual Report 2000 words	60%
Methods for Business Research and Consultancy		
CW1	Individual report (proposal) 3000 words	100%
MBA Project		
CW1	Individual Poster of proposed MBA project	20%
CW2	MBA research project 15000 words	80%

2.6.2 Credit Accumulation

The programme is designed in accordance with the Scottish Credit and Qualifications Framework . The application of this framework ensures that all learning on the programme is outcome-based, is assessed and is quality assured.

The SCQF uses two measures; Levels and Credit Points. Levels provide an indication of the complexity of the learning and Credit Points relate to the number of hours required to achieve a qualification.

Successful completion of each level of your programme will result in the accumulation of credits points leading to eligibility for an exit award as detailed in the GCU Qualifications Framework Aligned to specific learning outcomes, each level is progressively challenging with increasing expectations of depth of knowledge and understanding and learner autonomy. The Qualifications Framework (table 1, Page 5) tells you the award you will be eligible for on completion of each level of your programme. The specific awards available for your programme of study are detailed in section 4 of the PSP (Appendix A)

2.7 Assessments & Feedback

We realise how important feedback is to our students as a means to measure their performance as well as improving future performance. It is also a critical aspect of developing professional and personal skills. As such, the University as created a set of Feedback Principles which are adopted within all assessments, and across all modules on your programme. These are contained within the Policy on Student Performance Feedback which spells out the purpose of feedback, what kind of feedback you can expect and when you should expect to receive it.

2.8 Common Good Curriculum

What is the Common Good Curriculum?

The Common Good Curriculum aims to ensure that, as a GCU student, you have the opportunity develop the attributes needed to make a positive difference in the communities you serve, in addition to acquiring the knowledge, skills and values associated with your particular professional or disciplinary area.

We want to enable you to seek out opportunities, and develop and implement projects that address societal challenges whether on a local, national or global scale.

It represents a distinctive approach to learning and teaching, which develops graduates capable of tackling real-world issues and translating problem-solving ideas into action.

The Common Good Curriculum will support you to achieve the GCU Common Good Attributes which are underpinned by GCU's core values: Integrity, Creativity, Responsibility and Confidence.

- Active and Global Citizenship – e.g. recognising and actively seeking to address global social challenges; participating in the community at a local, national or global level
- Entrepreneurial mind-set – e.g. identifying opportunities for change; creating solutions, and putting these into practice in response to identified real world problems
- Responsible Leadership – e.g. developing solutions that are ethical, visionary, realistic and sustainable; exercising empathy, resilience and professionalism
- Confidence – e.g. challenging yourself and continually learning from experience; believing you can make a positive difference by what you do

You can find out more at the Common Good Curriculum

You will have the opportunity to develop these attributes not just through *what* we teach but also *how* we teach: through a learning experience which is active, collaborative, challenging and authentic.

You will have opportunities to develop these attributes further by participating in co and extra-curricular activities aligned to our Common Good mission. Some opportunities are tailored to students on particular programmes of study; others are open to all students across the University. See more at Common Good Opportunities.

2.9 Distinctive Features of the Programme

The GCU Strategy for Learning is centred on is centred on a single goal: to develop graduates who are proficient in their discipline as well as entrepreneurial, confident, responsible and capable of fulfilling leadership roles in different organisations, cultural and global context.

The Global MBA adopts blended learning delivery mode for its full time students; a distance learning (online only) route is also available. Blended learning provides a number of pedagogical benefits, by allowing students to access the pre-recorded lectures at their own pace and time and as many times as they need to in order to understand or remind themselves of the content, further enhancing inclusion and equality. The blended learning mode further supports and enhances the adoption of interactive and student-centred approaches, e.g. 'flipped classroom' approach, which are widely used on the programme. For example, students, after listening the pre-recorded lecture, are asked to engage in pre-seminar activity and, either individually or in groups, work on a real business problem/task, research and analyse it acting like a consultant on a real problem, and present their insights and suggestion in class, or add them on a Padlet wall to facilitate discussion in class.

The Global MBA programme presents students with an opportunity to engage in an exciting pathway of self-development, which directly addresses industry requirements for graduates who are reflective practitioners, with an understanding of the broad context and principles of managing organisations and themselves, across local and global contexts, in changing environments.

The Global MBA programme enables graduates to develop an analytical and evidence-based approach to key aspects of leadership and management in today's complex global context. The programme provides opportunities through GCU's global network to build a truly global learning environment

beyond the students' campus of study. Through active learning and enquiry, students exercise initiative and personal responsibility in order to develop the ability to learn independently and to engage in critical enquiry and personal development. A broad awareness of organisational life including knowledge of the business and commercial environments within which all organisations function underpins students' ability to make decisions in complex and unpredictable contexts. This fosters a knowledge fusion that underpins creativity, professional competence and thought leadership.

2.10 University Calendar

The University Calendar for the current and future academic years has some important dates relating to teaching and assessment and when you should receive module marks during the year.

3 Study and Support

At GCU, we believe in providing our students with outstanding support to enable them to fully reach their academic potential as well as manage their own career development and employability. You will find your Programme Team will be of most significant support to you in your studies and when you face challenges during your time here. However, at GCU we want to ensure that you also have access to specialist services, facilities and staff who will have the expertise to deal with specific issues and who are dedicated to enabling your ambition to excel at all that you undertake at the University.

3.1 GCU GO

GCU Go is a set of resources that you can use to support you with your online learning through your learning journey. The resources are organised under headings to help you know what to access at different times within your learning journey, but of course everyone is individual and we understand that you may need different things at different times. So, please just treat the following headings as a guide. The two headings are:

- **Get prepared** – Resources under the 'get prepared' heading should help you to get started with online and blended learning. You might want to start with these resources to help you get orientated.
- **Get engaged and get going** – Resources under the 'get engaged and get going' heading should help you to engage with and make the most of online and blended learning as you progress through your learning experience.

GCU Go includes guides, resources and services that will help you to make the most of your online experiences in the following areas:

- Getting started with online learning
- GCU Learn
- Online learning tools
- Assessment and integrity
- Your wellbeing
- Personal tutoring
- Digital accessibility
- Learning Development Centres

3.2 GCU Learn

Digital technologies are important to everyday life, in the workplace and for learning. Throughout your programme at GCU you will use a range of digital resources and applications to support and enhance your learning experience. Central to these is GCULearn, our virtual learning environment (VLE), where you will find learning resources to support your studies. These are likely to include lecture notes and presentations, links to journal articles and useful web sites, as well as learning activities such as discussion boards, blogs and wikis. You will also be expected to submit assignments online via GCULearn for similarity checking. Announcements and important updates on your programme and modules will be posted to GCULearn, so it is essential to get into the habit of logging on regularly. Your access is normally set up about 24-48 hours after you have completed your online registration as a GCU student. You can then use your user ID and password to log on GCULearn and access your modules.

3.3 Learning Development Centre

During your time at the University, we want to ensure that you are provided with knowledge, skills and the academic support to achieve your real potential in your studies. This academic support is delivered by your Academic Advisor, module lecturers and seminar tutors as appropriate. Additional academic support is provided by the School's Learning Development Centre.

Within the centre, we have specially trained Academic Development Tutors who offer face-to-face and online academic support through a combination of workshops, small group sessions, one-to-one appointments and tailored teaching within modules. The support available to students is provided in a professional and supportive environment enabling them to develop the skills required to succeed at University. If you would like to know more about the LDC and what it offers, check their website Learning Development Centre. If you would like to make an appointment with any of the Academic Development Tutors, please book via the website www.gcu.ac.uk/gsbs/ldc or contact ldcgsbs.ac.uk, or drop into W508.

3.4 The Library

Our award-winning library, the Sir Alex Ferguson Library, is more than a space to study it gives you access to books and a huge range of online resources including databases, ebooks, journals and more.

If you have any questions about the library you can speak directly to a member of staff on the floors, visit the Library Desk which is open seven days a week, or use our live online chat service available on the Library homepage. From here you can get help using the library or the online resources available to students at GCU. With over 1,200 study spaces there's always plenty of room. Designed to provide the best possible study environment with a variety of spaces – from social spaces - ideal for group work, to quieter and silent study spaces. This ensures you can always find the right location for your study needs.

There are desktop computers in the library and you can use your own laptop, smartphone or tablet throughout the building on our wi-fi network. There are also laptops available to borrow.

Our librarians can make a real difference to your study too. The academic librarian team are subject specialists and help to make finding and using good quality, academic information easier. They can help you:

- identify your information needs and relevant sources
- create a search strategy
- use information resources and databases effectively
- manage your research and keep up to date.

You can pop into a drop-in session for quick enquiries or make an appointment for in-depth help and advice. We can also offer help and support online, by phone or on email. See our web pages for our contact details. You can watch our videos to get started.

You can access the assigned reading and resource list for your module through GCU Learn or from the library website. Look for the link on the GCU Learn menu.

The Archive Centre houses an impressive collection of archives and special collections. The subject strengths are Scottish left wing politics, trades unions, campaign and pressure groups; Scottish social work, social policy and child welfare; Scottish public health; Scottish social enterprise; and our contribution to the development of Scottish higher education from the late 19th century onwards. We house the records of our University and its parent bodies (dating back to 1875 and the formation of the Glasgow School of Cookery).

3.5 Campus Life: your gateway to Student Support Services

The Campus Life Desk is a dedicated student services area at the heart of the campus, located on the first floor of the George Moore Building.

The Campus Life Team offer advice on a range of issues including Registration and confirmation letters, and also acts as a gateway to other services such as Careers, The Counselling Team, Funding and Visa Immigration Support & Advice.

The Campus Life advisors are here to help and act as your first point of contact for student enquiries. The team work closely with staff from each professional support service and are able to direct you to the relevant service if required.

The Campus Life Desk, which includes:

- New and replacement student ID cards
- Council tax exemption
- Confirmation of student status
- Student loans, grants and bursaries
- Student Awards Agency for Scotland (SAAS)
- Student support
- Recording international students' visas
- Exams and graduation

At the Campus Life Desk you will also get general advice and support in relation to:

- Wellbeing
- Fit to Sit
- IT
- Finance (including payment of tuition fees)

Further information on the range of services offered can be found at: Campus Life or contact the team either at the Campus Life Desk (Mon-Fri: 8.30-5pm) or via email: studentsupport@gcu.ac.uk

3.6 Student Wellbeing Team

The Student Wellbeing team comprises: Disability Service, Counselling Service, a Mental Health Adviser and a Wellbeing Adviser. The Disability Service provides advice, information and services to disabled students and applicants. Each year, around 1400 GCU students disclose a disability. This includes students with long term medical conditions, sensory impairment, mental health difficulties, physical impairment, specific learning disabilities (e.g. dyslexia) and students on the autism spectrum. The team is committed to promoting the development of independent learning skills and supports disabled students in the identification and application of appropriate strategies, tools and services towards this end. The team work with colleagues across the institution, including a network of Academic Disability Coordinators, to promote accessible teaching methods and learning materials, campus wide access to assistive technologies, and an environment which caters for the needs of all our students.

The Counselling Service provides individual and group therapy to students. While at university you may experience issues or difficulties which you feel are impacting negatively on your emotional or psychological wellbeing. It is not uncommon to feel overwhelmed and stressed at times. Some of the most common issues which students come for help with are low mood, anxiety, and relationship problems. Many students benefit from exploring their emotions, thoughts, and behaviours in the confidential counselling setting. Most students meet with their counsellor or therapist for a series of anywhere between 1 and 6 weekly appointments.

The role of the Mental Health Adviser is to support students who may be experiencing emotional or psychological distress or personal difficulties. The Mental Health Adviser will be able to co-ordinate support for students with mental health difficulties and act as a point of contact for the duration of your studies.

The Student Wellbeing Adviser has a varied role within the Wellbeing Team. Her primary role is to ensure that students with wellbeing concerns have meaningful face to face contact in a timely manner to receive appropriate support and signposting. She is also involved in student critical incidents and the day-to-day management of the Faith and Belief Centre at GCU and is the main point of contact for student carers and for trans students.
Please visit Student Wellbeing for more details of any of our services.

3.7 Computing Facilities

You will have been issued with a unique username and password to register online. This forms your email address (username@caledonian.ac.uk) and once registered, you can use any student access workstations anywhere on campus. These enable you to use email, the internet, file storage, Office

programs such as word processing and often give access to the more complex software used on your programme. Details of the IT support services available to students can be found at the IT Helpdesk.

The University has a dedicated student IT helpdesk contactable by email at ithelp@gcu.ac.uk, telephone on +44 (0)41 273 1234 or any of the IT phones in all labs. The webpage also includes links to allow you to view the status of the IT systems and availability of free stations around the campus.

3.8 Advice for International Students

The International Student Support Service (ISSS) is based in the Saltire Centre. They provide a tailored pre-arrival and induction programme as well as advice and support for all international students during their time at the University. The team offers workshops, a drop-in service, advice via email, phone and web based platforms or individual appointments. If you would like to know more about the VISA and what it offers, check the website (Visa Immigration Support & Advice). Please check in at the VISA desk for appointments and drop-in sessions (details on the website) at the VISA area on the 1st floor of the George Moore Building, email visa@gcu.ac.uk or phone +44 (0)41 273 1244.

3.9 Extra-Curricular Activities

Your time at the University should be focused around your studies. However, there is a lot more to University life and we know that students who undertake extra-curricular activities demonstrate wider knowledge and better personal skills ultimately improving their employability. The University offers multiple opportunities for students to get involved in activities which help to build their confidence, skills and CV profiles:

- Arc Health & Fitness Centre: is a multi-purpose gym which promotes the health benefits of exercise within a friendly and comfortable environment. It has fantastic facilities in the heart of the campus. The ARC has three separate gym areas cater for all fitness interests and abilities, a large range of free-weights equipment with olympic bars and lifting platforms. There is a comprehensive programme of exercise classes to suit all levels of fitness, and first time exercisers are encouraged to come along.

- GCU Students Association GCUSA: Your Students' Association offers a huge range of activities and social events where you can make new friends as well as developing new interests and skills and taking organisation and leadership roles.

- Student Leader's Programme: run by The Students' Association and in conjunction with Volunteering@GCU, this programme is aimed at enhancing your leadership skills that you gain whilst volunteering.

- Volunteer@GCU: GCUSA offers an array of opportunities to volunteer for University services such as Class/School/Student Voice Representative, Sports and Society Committee member, Radio Caley/Edit Editorial volunteer, Events and PR volunteer, Welfare/Nightline volunteer, Global Buddy, ISSS Ambassador.

- Mentor@GCU : Mentoring and Peer Support (MAPS) at GCU provides a critical point of contact and informal support for new students. The transition to university is not always a

smooth one and we know that students who are more experienced can be an immense support for new students at a challenging time.

- **Enterprise and Entrepreneurship:** If you have an entrepreneurial spirit or an idea for a business venture, University is the perfect time to put your skills to the test. A good starting point is the Scottish Institute for Enterprise (SIE) as they have Student Interns at every University who promote SIE and help students start up their own ventures.

- **Work Experience**: Doing some work experience while you are a student will help you to develop the people skills that employer's value (work experience page). The GCU Careers service runs one of the largest Vacancies services where you can get daily notification of new vacancies matching your saved preferences CareerHub. GCUSA can provide advice http://www.gcustudents.co.uk/employment

3.10 Careers Service

Whether you have a career in mind, or you are still undecided as to which path you would like to follow, the GCU Careers team can help. The Careers Service is designed to support you in managing your career development and employability. They offer a range of services to prepare you for the local and international job market and activities that help you on your way to a successful graduate career. The Careers Service supports students and graduates up to two years after graduation. Services include support for:

- Career planning and employability
- Job search and personalised job alerts from the online vacancy system via our website. The GCU Careers service runs one of the largest vacancy services for students and graduates.
- CV's, applications and interviews
- Further and postgraduate study
- Work and study abroad
- Specialist advice for international, PhD and research students
- Work experience - the Work Experience Hub provides students with a 'one stop shop' gateway to a range of on-campus work experience and part time job opportunities at Glasgow Caledonian University
- Access to employers - The Careers Service Employer Engagement team organise a wide range of on-campus events with local, national and international employers. All industry sectors are represented showcasing graduate and summer jobs, placements and internships, part time jobs, and volunteering opportunities

If you would like to know more about the Careers Service and what it offers, check their website (Careers) and follow them on Twitter (@GCUCareers) for updates. If you would like to make an appointment with a Careers Adviser or attend a Careers Clinic please book online . Please contact the Careers Service on +44(0)41 331 3123 or email them at careers@gcu.ac.uk if you have any enquiries.

3.11 Student Feedback and Representation

Dedicated to continual improvement and delivering an excellent student experience, the University places the student voice central to its enhancement activities. Your feedback is critical to ensuring we make the right decisions about our modules and programmes. We take two approaches to this; first we utilise a variety of methods of collecting information from our students and second, we ensure that our students are represented by elected members of the student body at all levels of the University, School and Departmental committee structure.

1. **Feeding back your views to the University**: The most effective way we can review and improve our practice is listening to our students. As such, we continually seek feedback and use a number of mechanisms to collect data from our students; programme surveys, module evaluation questionnaires, Pause for Feedback week and Student Staff Consultative Groups as well as various other kinds of feedback sessions. We urge you to contribute your views through any of these mechanisms as this allows us to ensure that our teaching is effective and stimulating, the advice and feedback we provide on your work is useful and our resources are adequate.

   The information we receive from our students will be used by your Programme Team to respond rapidly where problems have been highlighted and move forward with enhancements where things are working well. All the information you provide informs Programme Enhancement plans and as such, you can make a big difference to how the programme is designed and delivered both now and in the future. *Please keep telling us about what is going well and what needs to improve.*

2. **Representing the student body:** In order to ensure our students have a voice, we have representatives on all our decision-making committees in the University. This is managed in partnership with the GCU Students Association. As a GCU student you are automatically a member of the Students' Association and have the opportunity to put yourself forward as a representative in many contexts: Student Voice

   - **Full-time Officers**: Each year students elect four full-time officers to the Executive Committee; the President and three Vice-Presidents dedicated to each of the three academic Schools. These officers represent the views of the student body and sit on University-level committees including Senate, Court, Academic Policy Committee and Learning and Teaching Sub-Committee (LTSC).

   - **Departmental Representatives**: Each Department has an elected Departmental representative. Department Reps exist to support the work of Class Representatives and build links between them, their wider School and the Students' Association. In their role, Department Reps are expected to keep in touch with the Class Representatives in their department and produce a report for the Students' Association once per trimester. Departmental Representatives sit on School-level Committees including School Board

   - **Class Representatives**: Class Representatives are the heart of representation and are elected by students on every programme at every level in the School. They represent the voice of

the programme level they are elected to. They sit on Programme–level committees including Student Staff Consultative Groups, Programme Boards, Programme Development Groups and are commonly requested to join working groups aimed at improving programmes.

3.12 What to do if you have a Problem

We hope your time at GCU will be free of problems and issues. However, we realise that many students are affected by a range of issues and we make it our priority to support our students wherever possible. Your Programme Team are always a source of support for any issue, however, the University offers a number of other sources, independent of your programme, who offer a range of services:

- The Students' Association Advice Centre provides free, professional and confidential advice service for all GCU students. Students can obtain accurate information on all the services and rights to which they are entitled and to provide support, mediation, advocacy and representation where appropriate.

- Nightline is a confidential listening and information service run by and for students of GCU and the University of Strathclyde. Nightline offers information and support to students throughout the night, from 7pm to 7am, Monday to Friday. Call +44 (0)141 5522 555.

- **Harassment:** GCU is committed to promoting equality and diversity, and aims to create a working and learning environment free from discrimination and harassment. The University has an active Harassment Advisor Network in place that can offer informal, impartial and confidential support and advice.

- **Report and Support** is an online reporting tool to register a report about misconduct on campus. GCU is dedicated to identifying and tackling inappropriate behaviour, whenever it arises. No one in our community should ever be the focus of gender based violence, sexism, racism, discrimination, assault, bullying, harassment or any other offensive conduct. By reporting an incident you experience or witness, you could prevent something similar from happening to someone else. Help make GCU a better place. Tell us about your experience. https://reportandsupport.gcu.ac.uk/

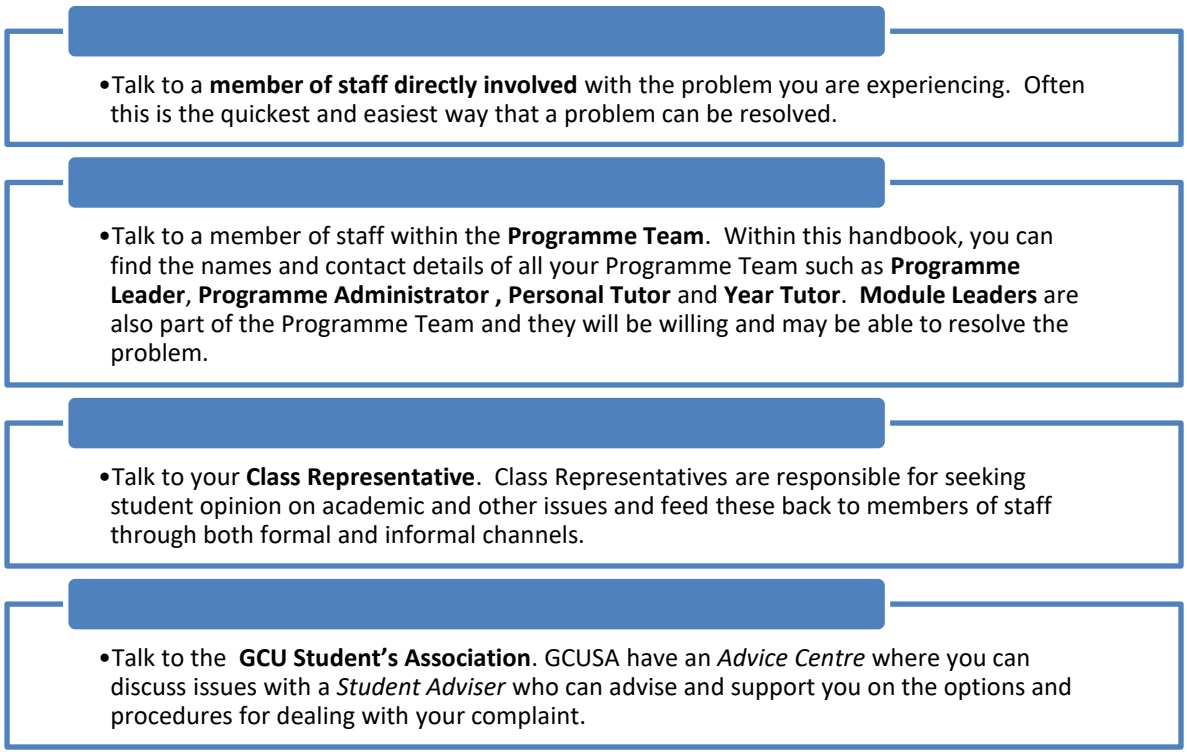
- **Belief, Culture, Faith and Values**: on campus we have a Faith and Belief Centre that recognises all faiths and philosophical beliefs for all students and staff. The centre includes quiet rooms for prayer and reflection, male and female wash facilities, accessible kitchen, chaplains' office and communal space for spiritual events and group meetings. The university has a group of chaplains representing varied faiths who are available for a chat. There are also several religious and philosophical based Student Association Groups. https://www.gcu.ac.uk/currentstudents/support/wellbeing/faith.

- **Health and Safety:** We need to work together to understand the potential risks of everything we do, and minimise those risks. If you have any health and safety concerns, please contact a member of staff who is supervising you or the nearest member of staff

available. A health and safety problem – even a minor one could put you, your colleagues and your work at risk. https://www.gcu.ac.uk/aboutgcu/supportservices/healthandsafety

3.13 What to do if you want to make a Complaint

GCU is committed to delivering an excellent student experience. In recognition that, on occasion, there will be legitimate complaints that individuals wish to raise, the University is committed to maintaining an effective Complaints Handling Procedure (CHP). GCU also recognises that lessons can be learned from complaints, enabling us to improve the quality and effectiveness of our services. Anyone who has a complaint is encouraged to raise it as soon possible and to raise it with the department, School or service area in which the issue arose. Complaints at this stage may be made face-to-face, by phone, in writing or by email. This is referred to as "Frontline Resolution". For issues relating to your academic studies you should follow the process detailed below:



If you have tried frontline resolution and feel that the issue remains unresolved, then you can make a request for a Stage 2 Complaint Investigation. Information on how to do this can be found on the website Complaints and Student Conduct Alternatively contact the complaints team in the Department of Governance via email complaints@gcu.ac.uk or by phone on +44 (0)41 331 8226. The Student Advisers in the Students' Association can support you in making a Stage 2 complaint and more information on their service can be found at Students' Association Advice Centre

4 Assessment Regulations, Policies and Procedures

4.1 University Assessment Regulations

The University Assessment Regulations include the rules and procedures relating to all students' assessed work. These regulations are intended to provide effective mechanisms and structures to ensure that students are fairly and objectively assessed, whilst at the same time maintaining the University's high academic standards. **It is your responsibility to make yourself familiar with these regulations**. The Concise Guide to the regulations highlights areas of particular importance or interest. If you have problems understanding the Assessment Regulations, it is important that you discuss this with your Programme Leader or someone from your Programme Team.

4.2 External Examiners

The University attaches great importance to the role of External Examiners as a key means of assuring that academic standards are at an appropriate level, comparable to those of other higher education institutions and that assessment processes are rigorous and fair. External examiners also make a valuable contribution to the enhancement of programmes. The External Examiner for your programme is Dr Ian Elliott (Northumbria University) and Chris Mahon (Surrey Business School). Please note that External Examiners have a specified term of office which means they are subject to change within the duration of your studies. The details of the external examiner are for information only. It is inappropriate for students to make direct contact with external examiners, in particular regarding their individual performance in assessments. If you have a concern about your performance, please note the policies relating to Appeals and Complaints.

4.3 Student Attendance and Engagement Monitoring

Promoting and encouraging student engagement with all parts of their learning experience is a key aspect of the University's commitment to providing a student experience of the highest quality. For the University, providing a supportive learning environment includes the monitoring of student attendance & engagement. The University expects all students to attend all expected classes in all their modules, whether on campus or online, for a number of reasons:

- To alert the University to any problems a student is facing so that they may offer timely support and guidance.
- Regular attendance & engagement and academic achievement are closely linked. Students who regularly attend and engage in classes tend to perform better in their degrees.
- Gaining the knowledge you require necessitates you to be an active participant in your learning experiences. Classes, whether face-to-face or online, are a critical part of learning as the interaction with your lecturers and fellow students is a key part of building knowledge and employability skills.
- The University has to report details of all student attendance to the Scottish Funding Council, Students Awards Agency for Scotland and to advise the UKVI/Home Office when sponsored overseas students fail to meet the required levels of attendance & engagement.

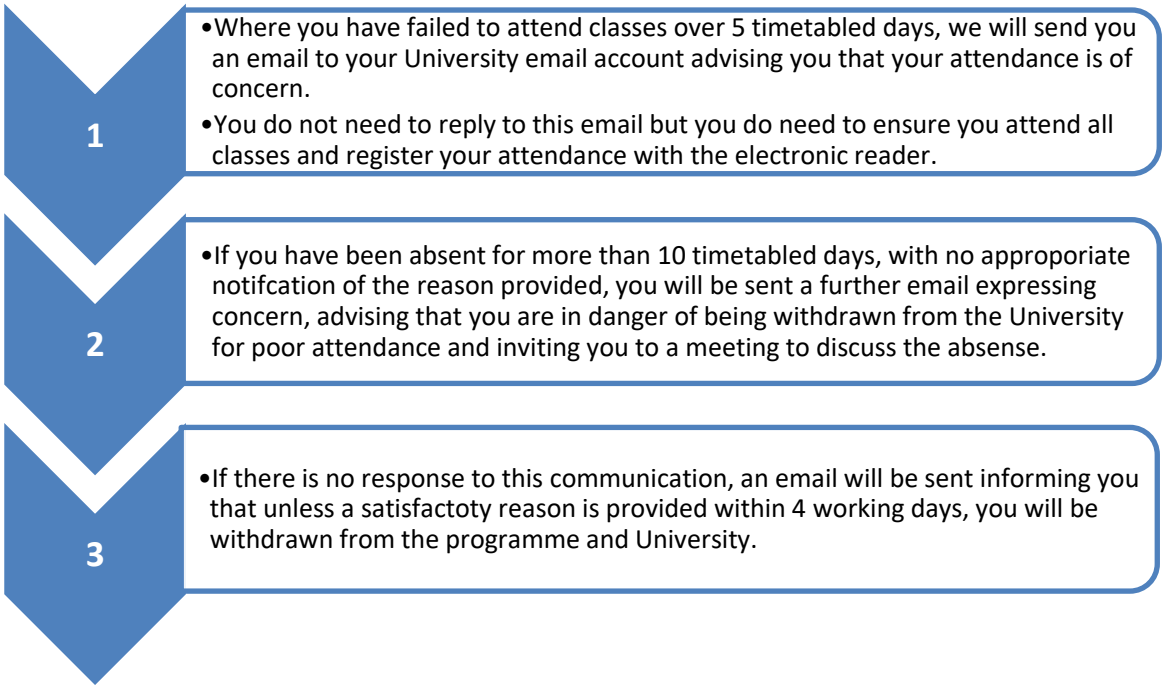
For these reasons, and to ensure that we can help resolve any problems you might be facing, the University has a robust system of monitoring your attendance & engagement with classes.

For on-campus classes, all students must use their Student ID Card to register their attendance – every time you enter a timetabled teaching event. The attendance readers are usually located near the door in or just outside each classroom and on entering each session you must pass your card across the reader.

For online classes, student attendance is recorded automatically via the system.

From the start of each Trimester, your attendance data will be monitored on a weekly basis and the following procedures will be implemented for students not attending classes, whether online or on campus. If at any time you have a personal matter that is impacting on your ability to attend class (either on campus or online) then you should book an appointment to discuss this with your Programme Leader or a member of your Programme Team. It is vital that you maintain contact with the University and allow us to help resolve problems where possible.

The following are the steps that will be taken when a student's lack of attendance & engagement (online or on campus classes) is identified of being of concern.



Timetabled Classes refer to both those held online and on campus

In addition, for online activities, module leaders may also monitor student engagement with regards to an individual module and may contact students separately where they have a concern over an individual student's engagement on a particular module

4.4 Policy on Late Submission of Coursework

You will be expected to submit all assessed coursework by a specified date. This is important as it is part of learning to meet deadlines. It also allows us to ensure equity amongst students and to enable staff to mark and provide feedback efficiently. The University therefore takes late submission of

coursework very seriously. Failure by a student to meet any given submission deadline without good cause will result in a mark of zero for the coursework concerned. This could have a serious impact on your studies.

If you are experiencing a problem which you believe is affecting your ability to submit a coursework on time you should follow the process outlined in sections 10.3 to 10.6 of the University Assessment Regulations

4.5 Policy on Academic Appeals

A student can appeal against a University Assessment Board decision on the grounds of procedural or other irregularity, which result in their studies being terminated or their normal progression being delayed or which relate to the classification of their awards.

Appeals can be made on the grounds of material administrative error, regulatory irregularity or other material irregularity, for example that the assessments were not conducted in accordance with current regulations for the programme. You must provide documentary evidence in support of your appeal. Academic Appeals cannot be made on the grounds of personal or medical factors.

The appeal must be submitting using the University's Academic Appeal form. Forms are also available from The Base on Level 0 of the Saltire Centre and the Campus Life lounge. Forms must be submitted to the Department of Academic Quality and Development ten working days (two calendar weeks) from the publication date of the Assessment Board's decision. Appeals will not normally be considered if received out with this period, unless you can provide valid reasons for the delay. No appeal received after six months from the date of the Board's decision will be considered.

4.6 Fit to Sit

In the normal course of events, the University operates a 'Fit to Sit/Submit' approach to student assessment, with a default assumption that any student undertaking a piece of assessment, is declaring that they are fit to do so. Any mark and/or attempt at assessment will stand, unless a student has indicated that they were not 'Fit to Sit/Submit'. A student can declare themselves unfit from 5 days prior the date of assessment, and up to 2 days after they sat/submit (subject to any approved exception). The Fit to Sit policy can be found on the Policy & Procedures web page.

Please note that if a student sits/submits and subsequently declares themselves unfit, it will result in their work not being marked and no feedback given, with an NS (non-submission) recorded.

IMPORTANT – Information that must be provided when any declaration of being unfit to sit/submit is made. Please note that a failure to enter these details accurately in your declaration may lead to your declaration not being processed.

Module Code: <<Insert Module Code>>
Module Title: <<Insert Module Title>>
Module Leader: <<Insert Module Leader>>
Module Leader Email: <<Insert Module Leader email address>>

4.7 Code of Student Conduct

4.7.1 GCU Code of Student Conduct

GCU is committed to providing a high quality teaching and learning environment that is conducive to the academic and social well-being of the University community. Good standards of conduct are necessary for the benefit of all members of the University and the maintenance of the University's reputation.

The Code of Student Conduct is designed to encourage all students to meet the standards of behaviour required by the University. It is essential that all students comply with these standards and understand that if they fail to do so, this could lead to disciplinary action.

Misconduct means any behaviour which falls short of the standard expected of a student of the University. **It is the responsibility of all students to ensure that they have read and are familiar with the Code of Student Conduct**.

If, after formal investigation, you are found to be guilty of having breached the Code of Student Conduct, a number of outcomes are possible, including a warning or reprimand, a ban from University facilities for a time, an assessment or an exam being discounted, suspension, the expunging of academic credit and expulsion. In all cases you will have the right to appeal.

Support and guidance are available to all students to help ensure that you do not breach the Code. The Student Advisers in the Students' Association can also support students going through the disciplinary process. Please take note of the various contacts that are available to provide assistance on academic writing, referencing and avoiding plagiarism and other forms of academic misconduct:

- Your Learning Development Centre
- Your Subject Librarian
- Your Academic Advisor
- Any of your Programme Team

5 General Information for Students New2GCU

5.1 New2GCU

We are looking forward to your first weeks at GCU nearly as much as you are! New to GCU is packed full of advice and information on everything you need to know about what this bustling, city-based campus has to offer. The GCU guide for new students is available in easy to view online and handy download modes. It includes information about:

- Fresher's Week
- International Student Welcome
- Registration - Frequently Asked Questions
- How to get your student ID card
- IT support for students
- Financial Support
- Accommodation
- Health & Medical Services
- Help with Childcare Costs, On-site Nursery

- Faith & Belief
- Visa Information Advice & Support

5.2 Campus Map



5.3 Find a room

The letter at the beginning tells you which building the room is in - see the list above. The first number tells you what floor of the building it is on and the last digits tell you the room number. So M525 would be: M = George Moore Building, 5 = fifth floor, 25 = room 25.

Examples:

- Room M525 is George Moore Building 5th Floor
- Room A005 is Govan Mbeki Health Building Ground floor
- Room M201 is George Moore Building 2nd Floor

6 Finally…Keeping in Touch

6.1 Keeping Touch While You're Here

With all that is going on in your Programme, the University, the Student's Association and the wider and related opportunities that the University offers in Glasgow, the UK and abroad, it is really important to keep in touch:

Email: your Caledonian email account is the primary method that the University uses to contact you about relevant opportunities, important issues and sending you the results of assessments. It is critical therefore that you regularly check this email account.

Change of Details: You must ensure that the University holds your correct, up-to-date, personal and academic details. For example, if you change your address – either your Trimester-time or home address – you must ensure that you update your details by contacting Student Records at studentrecords@gcu.ac.uk or +44 (0)141 331 3338.

Social Media: social media is a great way to keep up to date with all the latest happenings at the University. GCU have a significant presence on social media and it's easy to get in touch with us no matter what platform you use. You'll find all the latest news and information on what's happening at GCU on our Facebook, Twitter @gcutoday and @CaledonianNews and YouTube Pages.

6.2 Keeping in Touch After you Graduate

Glasgow Caledonian University offers more than just an education. Once you graduate, you automatically join the *GCU Alumni* community, which gives you access to a wide range of benefits and services. In addition to receiving our magazines, invitations to events, and access to a wealth of career support, you also get to take advantage of great campus discounts such as affordable gym membership and discounted optical care. We also offer discounts with other companies, bringing you great theatre offers, discounted hotels and travel, and much more!

Stay in touch with fellow graduates from all over the world through our LinkedIn network**,** Facebook Page or Twitter @CaledonianAlumni. Use the group to meet, chat and exchange stories of your experiences at GCU. We have over 5000 members online, so don't miss out on this unique opportunity to stay connected with your University. Most importantly for us, please stay in touch and tell us how

you are getting with whatever endeavours you choose to undertake following graduation. Your future help to the School would be greatly appreciated, for instance in providing us with details of your career progression to inspire others or coming back to speak to future students about your own experiences and career. We are proud of all our graduates and we like to stay in touch