



Brighton Business School

# Study Abroad Guide Postgraduate Courses in the Business School



2014/2015 [draft 23/1/14]

## Contents Page

1. Welcome to the University of Brighton Page 3
  2. Introduction Page 3
  3. Support and Brighton Business School Contact Details Pages 5 - 6
  4. Term & Semester dates, 2011/12 Page 6
  5. Details of modules available Pages 7 to 10
  6. Introducing the University of Brighton and the Business School Pages 13-14
  7. Accommodation options for exchange students Pages 14-15
  8. Costs of being an exchange student - Pages 15-16
  9. Healthcare for students page 16
  10. Getting to Brighton and travelling around Brighton Pages 16-17
  11. About the City of Brighton and Hove - Page 17
  12. University Life Pages 18 – 19
  - 13.. Academic matters – notes on teaching, learning and assessment - Page 19
- Appendix 1 – In-bound exchange application forms and instructions page 21

## **1. Welcome to the University of Brighton**

We are pleased to welcome you to the University of Brighton Business School and hope that like the many study abroad students before you, you will enjoy your time here. You will discover Brighton is a vibrant, cosmopolitan, creative and compact city of 240,000 on the south coast of England, located on the edge of an area of outstanding natural beauty. The city is an important cultural and commercial centre, and is highly rated as a place to live as well as a place to learn.

You will find that there is a friendly, relaxed atmosphere at the University and there is a good rapport between students and the teaching and administrative teams. We will endeavour to make your time at Brighton as interesting and fulfilling as possible. Our major expectation of you is to rise to this challenge, actively participate in classes and work hard in your studies.

You are welcome to see me at any stage of the course if you wish to discuss anything.

Barry Lee Scherer, Principal Lecturer  
Course Leader, MSc Management awards

## **2. Introduction**

The purpose of this handbook is to:

- a. Provide some information about the support available to in-bound exchange and study-abroad students;
- b. Provide details about the modules you can select from the course;
- c. Explain some of the administration and academic procedures for the course;
- d. Highlight the choices about accommodation;
- e. Offer some practical advice on how to make the most of your studies.
- f. Provide a copy of the in-bound study-abroad application form.

## **3. Support and contact details**

All study abroad students are allocated a Country Manager or a Course Leader from the School's academic staff who is responsible for both our incoming exchange students during your time at the Business School and for the Brighton postgraduate students who are studying at a partner school overseas. Your Country Manager or Course Leader should meet you formally at least once per semester to discuss your progress and they are useful source of advice at any time should you have concerns about anything that is affecting your studies. It is important that if you are having problems you do seek help as soon as possible.

There is a lot of support available from both within the School and from Student Services. Many issues are resolvable and will be treated sympathetically and in confidence, where appropriate. More detailed information about the support available in the School and from Student Services will be provided when the Course Handbook is issued during the first week of studies.

Julie Watson, the programme administrator based in the Postgraduate Office, is an important point of contact before your arrival and during your time here if you have any questions or concerns.

### **Contact details in the Brighton Business School**

Address: University of Brighton  
Brighton Business School  
Mithras House, Lewes Road  
Brighton, England BN2 4AT  
Phone: +44 (0) 1273 64  
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## The MSc Management course management team

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### Other useful contacts

- Welfare & Overseas Student Officer (01273) 642884
- Accommodation Office (01273) 644100
- Academic Registry (01273) 642822
- Welfare & Overseas Officer  
The Manor House, Moulsecoomb Place  
University of Brighton  
Lewes Road  
Brighton BN2 4GA UK
- The Accommodation Office  
The Manor House, Moulsecoomb Place  
University of Brighton  
Lewes Road  
Brighton BN2 4GA UK

### 4. TERM AND SEMESTER DATES - 2014-2015

The University's standard term dates are as follows. Staff offices, libraries and university facilities have shorter hours during vacation periods and are normally closed for official holidays. Some course events such as registration or project supervision, may take place outside of standard term dates.

<b>Autumn Term 1</b>	<b>29 September to 12 December</b>
<b>Winter closing of university</b>	<b>24 December to 5 January</b>
<b>Spring Term 2</b>	<b>5 January to 22 March</b>
<b>Summer Term 3</b>	<b>26 April to 12 June</b>

## **5. DETAILS OF MODULES AVAILABLE**

The full 2014-15 timetable is not yet available. It will be posted to the student intranet StudentCentral as soon as it is ready. The following dates are provisional and subject to change

### **TERM 1 (September to December)**

#### **ML303 Moving to Masters**

**Credits:** 10 UK credits = approximately 3 USA credits, 5 ECTS

**Dates:** 18, 19 and 20 September; plus guided study in November (date to be confirmed); Independent study

**Class attendance:** whole day blocks over 3 days

**Assessment** 5 January (online submission of portfolio)

Content of this module focuses on the range of academic, research, learning and acculturation skills required for success on the masters course. In support of this module, all of the other term 1 modules will include an early piece of formative assessment to be handed in within the first 6 weeks of the module. These formative assessments have been included in the course design to help students to identify and build on their individual learning and to produce appropriate evidence which forms the basis of a portfolio by which this module is assessed.

#### **MNM45 International management and leadership**

**Credits:** 10 M level credits = approximately 3 USA credits, 5 ECTS)

**Class attendance:** block delivered in one week

**Dates:** either during the week starting 8 December or the week starting 5 January.

**Assessment:** 20 April (online submission)

This has been developed in light of a recent study of master's graduates by McKinsey Consultants which found that up to 90% of graduates are not prepared for employment in international companies. This was linked with the need to develop stronger cultural skills, a greater capacity for geographical and cultural mobility, an improved ability to work effectively as a part of a multicultural team, and the need for master's students to have opportunities for practical experience which is a part of their course. This module consists of a series of workshops to help meet these needs, and is led by specialists in international and cross-cultural management. The module is assessed by a 3,000 word final project on an international or intercultural management issues.

#### **ECM11 Economics for management**

**Credits:** 10 M level credits = approximately 3 USA credits, 5 ECTS)

**Dates:** 22 September – 1 December

**Class attendance:** Weekly Mondays – 3 hour workshops plus 1 hour tutorial

**Assessment** 1 December (online submission)

This module deals with key concepts/models and philosophical underpinnings of economics and its role in influencing management decision-making in complex, dynamic international environments. The concepts, theories and models covered in this module can later be applied to strategy planning. The module is assessed by a 3,000 work final project.

### **HRM39 Managing organisational behaviour**

**Credits:** 10 M level credits = approximately 3 USA credits, 5 ECTS)

**Dates:** 22 September – 1 December

**Class attendance:** Weekly Tuesdays – 3 hour workshops

**Assessment** during week of 1 December (48 hour time-release controlled assessment; online submission)

This is essential knowledge for those interested the management of people in an organisational context. The module investigates the way organisations and their environments influence the practice of management and the performance of people. The module is assessed by a 3 hour 'open book' final examination in which students are allowed to bring notes and books into the examination to support them while writing answers to the examination questions.

### **MKM26 Marketing in an international context**

**Credits:** 10 M level credits = approximately 3 USA credits, 5 ECTS)

**Dates:** 22 September – 1 December

**Class attendance:** Weekly Thursdays – 3 hour workshops

**Assessment** during week of 24 November or 1 December (group presentations attendance required)

The module aims to develop the knowledge and skills of marketing needed to manage successfully in any organisation which has intercultural contacts. This is not limited to global organisations, but includes those that deal with staff or other stakeholders with different national cultures. The work of this module is carried out in small multi-cultural teams and the assessment is by a group project and presentation.

### **FAM03 Accounting for managers**

**Credits:** 10 M level credits = approximately 3 USA credits, 5 ECTS)

**Dates:** 22 September – 1 December

**Class attendance:** Weekly Thursdays - 1 hour briefing session for large group plus one two hour small group workshop weekly on a day other than Thursday

**Assessment** during week of 1 December (open book examination; attendance required)

This module aims to offer a broad foundation in financial and managerial accounting. The financial accounting component will provide an understanding of how



accounting data is compiled and presented to external users under the current British regulatory system and how this information may be used as a guide to the performance of the firm currently and in the future. Alternative frameworks from EU countries will be explored via student projects. The managerial accounting component will explore accounting as a tool of management - a basis for decision making, planning and control within the organisation. This module is assessed by a final examination involving working solutions to accounting problems.

## **TERM 2 (January to March)**

### **MNM50 International Management Integration – International Study Visit**

**Credits:** 20 UK credits = approximately 6 USA credits, 10 ECTS)

**Dates:** 12 January, 16 January, 19 January (whole day); 20 January, 22 January plus 1 week block residential 26-29 January or 2-6 February

**Class attendance:** Half day workshops plus four day residential

**Assessment** 9 February (online submission)

The focus of this module will be an international study visit to investigate international management problems and development and to apply the learning from Term 1 to another cultural context. The module programme includes two weeks of preparatory workshops followed by 4 or 5 days on a tutor-led study visit to another European country. It is planned that the study visit will be hosted by ESC Grenoble, one of the most highly rated graduate business schools in France and a partner school of the University of Brighton. During this part of the programme you will be participating as a visiting student on a special programme of masters studies organised with ESC Grenoble. The programme will include insights into doing business in France and the European Union as well as addressing cultural issues and field visits to French companies are a part of the programme. Students will work in small, multi-cultural groups to gather data and information about their assigned company, and to conduct an interview with a manager or other informant about the company. The assessment consists of an individual final report of 6,000 words drawing on the data and information collected by the group. Exchange students are required to make a contribution of £300 towards the non-teaching costs of travel, accommodation and subsistence.

### **OPM11 Business processes and systems**

**Credits:** 10 M level credits = approximately 3 USA credits, 5 ECTS)

**Dates:** 9 February-23 March

**Class attendance:** Weekly small group workshops of 2 hours in computer lab; on different days of the week to be confirmed; plus online support

**Assessment:** submitted weekly during workshops

Business processes and information systems pervade business. Their management is no longer simply justified by improvements in efficiency and reductions in operating costs but by a critical contribution to corporate strategy and competitive advantage.

Business process management techniques and communications and computing technology blend to create tools capable of redefining industries and creating new ones. The module is delivered through practical workshops, and is assessed through a series of on-line tasks to be completed by the individual student.

**MNM53 International strategy management (**

**Credits:** 10 M level credits = approximately 3 USA credits, 5 ECTS

**Class attendance:** Weekly in 3 hour blocks; Wednesdays

**Dates:** 9 February-23 March;

**Assessment:** week starting 20 April (48 hour time release; online submission

This module will develop appreciation of, and an ability to address, business level strategic problems in an international context. The module will provide the analytical framework and tools of analysis for addressing current strategic problems. The module will also draw on relevant strategic research and latest decision models. This module is assessed by an examination.

**Option studies – most offered between April and June, some available from February**

**Credits:** normally 20 M level credits = approximately 6 US credits, 10 ECTS)

Elective modules are available to in-bound exchange students subject to demand and tutor availability. Most of these modules are delivered in blocks of 3 or 4 days. Students who are interested in elective studies should indicate on the in-bound exchange form both their first and second choice of elective since some of these may not run. Elective choices are subject to counselling by the Course Leader, and cannot be finalised until February by which time the schedule of available electives should be confirmed. Assessment of the electives normally takes the form of an individual written report of 6,000 words.

**Examples of electives that ran last year:**

- **HRM09 Cross-cultural negotiations.**
- **MLM04 Entrepreneurial Venturing**
- **ECM15 Behavioural Economics**
- **HRM71 Managing Talent, Reward and Performance**
- **MKM19 New Product Development**
- **OPM50 Quality Management**
- **MKM30 Social Marketing**
- **OPM46 Strategic Purchasing**
- **ITM05 Digital Marketing**

### **TERM 3 and the summer (March to October)**

**MNM51 Final management integrative project report** (40 M level credits = approximately 12 USA credits, 20 ECTS)

This module is available only to exchange students who are approved for the award of a dual degree by their home school and the University of Brighton. It is the completion element of the MSc Management award of the University of Brighton.

The module is assessed by a large scale individual written 12,000 word report. This is supported by half day workshops in research methods which run between November and June, and an academic supervisor. The topic or research question is normally agreed with the supervisor before 1 March. Independent work on the project is carried out over the summer, and the final project report is due for submission by the second week of October. Recent final report topics include:

“Expanding exports of construction industry equipment from Brazil into new European markets”

“A case study of ethics in marketing”

“Development of a small business in the UK”

“Business Plan” [this is only available for candidates of the award MSc Management (Entrepreneurship)]

“Improving the tax yield for a city in the USA”

“Strategies of privatisation and marketisation of a Libyan telecoms company”

“Pursuit of customer satisfaction through TQM - A case study of an electricity company in Ghana”

“Human resources management in a Greek vocational training institution”

“Improving transport logistics in Taiwan”

“Women entrepreneurs in Saudi Arabia”

“Overcoming obstacles to the licensing and distribution of European pharmaceuticals in the USA”

“Work based project report” – a final report based on an internship or other work experience

## **MBA MODULES AVAILABLE TO EXCHANGE STUDENTS**

MBA modules are exceptionally available to exchange students with at least three years of postgraduate professional experience, and by approval of the course leader.

### **TERM 1 (September to December)**

**MNM57 Organisation in its environment** (30 M level credits = approximately 9 USA credits, 15 ECTS)

This module is designed to take managers from the more immediate world of pragmatic decision making, into an experience of the academic approach to business as a discipline, or set of disciplines. The curriculum areas of law, economics and organisational behaviour provide the building blocks for students to engage, as reflective practitioners, with the academic genealogy of ideas relevant to the setting of organisational activity in context. This module has three elements of assessment: a 5,000 word individual project report; an 'open book' examination under controlled conditions to assess knowledge and understanding of certain of the concepts, frameworks, models and techniques of the subject disciplines covered in the module; an individual written reflection on learning from the module.

**MNM58 Managing Performance** (30 M level credits = approximately 9 USA credits, 15 ECTS)

This module aims to provide participants with an understanding of a range of approaches and techniques for managing performance. Such techniques will draw on the disciplines of financial measurement, statistics and operations management. Aspects of managing performance addressed will be reporting, monitoring, controlling, planning and decision making. The module has three elements of assessment: a 5,000 word individual project report to demonstrate understanding of how techniques and approaches from the module disciplines are deployed in order to manage performance; an 'open book' examination under controlled conditions to assess knowledge and understanding of certain of the concepts, frameworks, models and techniques of the subject disciplines covered in the module; an individual written reflection on learning from the module.

**RESIDENTIAL 1 Applied Research Methods Consultancy Skills in Belfast (N Ireland)**<sup>1</sup> Last year this ran 31 October-3 November. This is a part of the learning experience with no additional credits.

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<sup>1</sup> The destination is subject to change, and will be confirmed by the start of term 1. Teaching and materials are included in the programme at no additional cost, but exchange students are normally required to pay a contribution towards the travel and subsistence costs of the residential, approximately £150.

## 6. Introducing the University of Brighton and the Business School

The University of Brighton is fully accredited and publicly funded university with around 21,000 full and part-time students based on a number of different campuses both in Brighton and the neighbouring town of Eastbourne. The University of Brighton is regularly ranked in university league tables (such as those produced by the Sunday Times) in the top five new (post-1992) universities in the UK. It has received many accolades for its teaching quality and innovation and for its international quality research. Graduates from Brighton are also particularly successful in finding good employment opportunities upon completing their degrees. Further details on these issues can be found on the university's main website [www.brighton.ac.uk](http://www.brighton.ac.uk).

Brighton Business School is a community of around 2500 full-time and part-time students from over 80 different countries and a teaching team of over 100 highly qualified academic staff, specializing in a wide range of business disciplines. In the most recent National Research Assessment exercise the Business School scored a 2.6 in Business and Management Studies research ranking it in the top three new universities. The Business School has strong links with local, national and international businesses and has many long-established exchange partners in Europe (France, Germany, Spain, Italy, Sweden and the Netherlands) and in North America (Canada and the USA) and Australia.

In the recent National Student Survey the School's courses were highly rated and were in the upper quartile for all courses in the areas of business and finance. The School also has close links with professional bodies including the Association of Chartered Certified Accountants, Chartered Institute of Personnel and Development, Chartered Institute of Marketing, and the Law Society. Further information about the Business School can be found at [www.brighton.ac.uk/bbs](http://www.brighton.ac.uk/bbs)

Services available at the University of Brighton

International Orientation programme

The University organises an orientation programme for those international and exchange students starting in September. This is a free three day event which takes place during the third week of September before teaching commences. Details of the programme are sent to exchange students when they accept their offer of a place as a Business Exchange student. There is also a pick-up service available for the September students from both Heathrow and Gatwick airports. Please note that this service and the orientation programme are unfortunately not available for students starting in February.

Personal Support

Student Services staff (based in the Manor House on the Moulsecoomb Campus) can help students in a number of ways including providing advice on accommodation and on financial and legal difficulties, and through providing nursing staff who run daily surgeries with access to doctors. Professional counsellors are also available to discuss any academic or personal concern privately and confidentially. They offer help for example with problem-solving strategies, support through stresses and upsets or more intensive therapy.

Library & Computing Resources

The Department of Information Services provides a range of services and materials to support teaching, learning, and research. Business School students mostly use the Aldrich library which is based in the Cockcroft building on the Moulsecoomb campus, a short walk from Mithras House where most classes for the Business School are held. The library service has a stock of over half a million texts and other learning materials including DVD's

and language learning materials and provides access to an impressive range of on-line data bases, journals and information which can be accessed both from within and outside the University at any time. Students will be given an introductory session to the library and the available resources during your first week of classes.

The Computer Centre provides a number of computer pool rooms on the Moulsecoomb site, which is where the Business School is located. Most Business School students use the 'pooled' rooms in the Mithras House Annex and those in the Aldrich library as these are well equipped and open to students during term time from early morning until late at night. Although there is free access for students to the pool rooms, there is a small charge for printing documents and for photocopying.

#### Studentcentral

The University runs an intranet service called 'studentcentral' that students will first use as part of the registration process. Once students are fully registered, they can use the site to access a wide variety of information such as handbooks, module and course syllabuses, timetables, past examination papers, course notes and much more. It also provides access to the extensive on-line library of electronic journals and books, and to students' university e-mail account. StudentCentral is also an important source of communication for messages from the course team and lecturers.

## 7. ACCOMODATION OPTIONS

The University's Accommodation Office can help provide students with advice about halls of residence and accommodation in the private sector. Normally, undergraduate exchange students are offered accommodation in the University's Paddock Field Halls of Residence, located at Falmer about 1 1/2 miles (3 kilometres) from Mithras House, although this cannot be promised for exchange students starting in February. These halls offer both catered (meals provided) and self-catering options with single bedrooms (11.8 square meters) with private bathroom and shared kitchen/communal areas. Each room has a single bed, desk and chairs and has internet

The Falmer campus offers good sports facilities in an attractive location close to the South Downs countryside. Regular buses and trains link the site to Mithras House and the city centre. A wide range of accommodation options is also available in the private sector in the Brighton area (see below).

Current cost of Paddock Field Halls of Residence [for 2011 entry] (all are quoted in pounds sterling)

- Single study room – catered (includes breakfast and evening meal, 5 days per week, Monday-Friday during term time). £ 5,460 annual ( £ 140 - approximate weekly equivalent) or,
- Single study room – self-catered £ 4,446 annual ( £ 114 - approximate weekly equivalent).

The prices above include the cost of electricity, heating, water rates and internet access.

What students will need to bring to the halls of residence:

- Basic provisions for the first few days
- Washing powder or liquid
- Bed linen, including sheets, pillows and duvets or blankets
- Towels and tea towels
- Crockery – plates, bowls and mugs

- Cutlery and cooking utensils, including tin opener, bottle opener, peeler, vegetable knife, etc.
- Pans – a couple of saucepans, frying pan, baking tray
- Plenty of passport photos
- Hairdryer and toiletries

#### Private Rented Accommodation

Most postgraduate students prefer to live in private rented accommodation. This is accommodation that is rented from a private owner. There is a large amount and variety available in Brighton. The University's Accommodation Office has extensive lists of addresses ready to consult. There are also a number of letting agencies in Brighton and regular advertisements for available bedsits, flats and houses appear in the Brighton Evening Argus newspaper (Wednesday is generally the best day for accommodation adverts). Students are usually required to sign a contract binding them to pay for the accommodation for a certain length of time so care needs to be taken and advice sought before signing a contract.

There are two types of private rented accommodation:

#### Sharing with Landlord

The owner normally lives in the property and rents out rooms and may/may not provide meals (if not, students would be doing their own cooking either in a shared kitchen or on cooking facilities provided in the student's own room). Washing and toilet facilities are normally shared. Bed linen is usually provided and the rent normally includes heating and hot water. Typical costs are approximately £ 85- £ 90 per week. If meals are included with the room, add around £ 30 per person per week.

#### Self-contained properties: Flats/Houses

In this type of accommodation a group of students rents a property and shares kitchen, washing and toilet facilities, and sometimes a lounge. Each student normally has a single or shared bedroom and has to provide their own bed linen and cooking utensils. This is the most popular type of accommodation for existing students, as it provides the greatest amount of freedom, but it is normally the most expensive. Typical costs are approximately: £ 75-85 (for a 4 bedroom house per person per week) or £ 140- £ 170 (1-2 bedroom house per week). This cost normally EXCLUDES utility bills.

Further information on Accommodation can be found on the University of Brighton's accommodation web pages: <http://www.brighton.ac.uk/accommodation/>

## 8. COSTS

The usual arrangement is that the University of Brighton exchanges students, not fees, with its overseas exchange partner universities and usually an annual quota of exchange numbers is agreed in advance which limits the number of places available. Students would therefore pay their normal 'local' tuition fees for the semester/year (although some may have their fees waived through the European Union's Erasmus programme which provides funding from European Union taxpayers to support student mobility).

International study visit: For students on exchange to the MSc Management awards, there is a contribution of £300 to be paid towards the costs of accommodation, meals and travel.

Insurance fees: It is strongly recommended that students buy adequate travel and health insurance prior to arrival in the UK.

Miscellaneous fees: Food, travel, social, and books but this does depend on student lifestyle/budget. The table below shows many of the things the students are likely to have to consider when planning a budget:

Expenditure Items

Accommodation Course books and equipment

Insurance Phone

Food and groceries Social life

House Bills (if not in university halls of residence): Electricity, Gas, and Water Rates

Clothing

TV licence

Travel

It is estimated that that students living in halls or other rented accommodation typically need an income of at least £ 6,600 for an academic year (October to June). This is subject to personal lifestyle which will obviously vary from student to student.

## **9. HEALTHCARE**

There is a University campus doctor and nurse. The local public hospital is in Brighton city centre which is 15 minutes away by car. There are also a number of private hospitals in the area. There is no requirement to do this, but exchange students may register with the University doctor if they wish.

Medical care and medication are provided for free or at a very nominal charge under the National Health Service. It is however highly recommended that exchange students obtain, prior to their arrival in the UK, independent, private health cover/insurance for the time they are studying in the UK in case of major unforeseen medical problems.

Dental care (basic dental care is provided under the National Health Service, but this excludes cosmetic and many other forms of dental treatment. Cover for dental emergencies can normally be included with health insurance purchased by the student.

## **10. GETTING TO BRIGHTON**

East Sussex is situated in the South East of England. Brighton is on the coast, 90km due south of London. Travel links are excellent. The M25/M23 motorway link provides easy road access to London and the rest of the country, whilst mainland Europe is a short journey by air, train or ferry from various departure points.

Brighton has excellent and frequent train services. Train journey times of the most popular destinations are:

- 50 minutes from Brighton to London (Victoria Station)
- 30 minutes from Brighton to London Gatwick Airport
- 10 minutes from Brighton to Moulsecoomb station (close to Brighton Business School)

Finding Brighton Business School

Brighton Business School is based at Mithras House on the Moulsecoomb campus, 3 km from Brighton city centre and 3km from the Falmer campus and halls of residence. Both the Moulsecoomb and Falmer sites are accessible by cycle lanes, have their own local railway stations and are well-served by regular bus services (which run both during the day and the night). For students with cars, Mithras House has a car park and when that is full there is free street parking to be found behind the building.



#### By rail

- From London Victoria Station:

South Central trains run to Brighton throughout the day. Journey times range from 50 minutes to a maximum of 1 1/2 hours

- From London Bridge Station:

First Capital Connect trains start in Hertfordshire and pass through the city of London and down to Brighton without the need to change trains.

- From East and West:

South Central trains run along the south coast and link Brighton with Hove, Worthing and Portsmouth to the west and Lewes, Eastbourne and Hastings to the east.

#### By coach

- National Express coaches depart for Brighton from London Victoria coach station at various times per day. Coach tickets can be booked at the station or purchased online in advance. Please see the National Express website

<http://www.nationalexpress.com/home.aspx> for full details.

#### By local bus

- Brighton has a widespread network of bus services for local travel. Students are eligible to purchase a monthly bus pass for about £45 a month that allows them unlimited access to the local buses which cover an area about 35 miles along the coast as well as inland to the edge of the city.

#### By air

- Gatwick International Airport is half an hour by road or rail from Brighton. The M23 motorway connects Gatwick to Brighton and the London-Brighton rail link passes through the airport which has its own train station.
- Heathrow International Airport is on the M25 which connects with the M23 at junction 7. National Express coaches also run services to and from both airports. Coach and train tickets can be booked at the airports or in advance online. Please see <http://www.nationalexpress.com/home.aspx> for details.

Alternatively, there is an underground service directly from Heathrow Airport to London Victoria train station where there are frequent and fast trains directly to Brighton via both train or coach.

#### By road

- From London: the M25/23 link provides road access from London and the rest of the country.
- From the East and West: the A27 and the A259 provide access to Brighton. The A259 runs along Brighton seafront.

## 11. ABOUT THE CITY OF BRIGHTON AND HOVE

Brighton is a compact, vibrant city of around 210,000 inhabitants based on the south coast of England less than one hour by train from London. It is a major tourist centre and is renowned for its history, cultural diversity and lively arts scene. Brighton's offers a rich mix of seaside attractions, historic architecture, varied shopping and entertainment and its cosmopolitan community make it an enjoyable and sought-after place in which to live and study. With two major universities in the city, there is a young population with many activities and events aimed at the student communities. There is probably as much going on here, on and off campus, as anywhere in the country outside London. Students get all the benefits of living in a major city but all within easy reach of shops, restaurants, clubs and pubs and beautiful scenery such as the South Downs (a hilly area of outstanding national beauty) and the

spectacular Beachy Head cliffs. Visitors and residents alike love Brighton for the sea, the beach, the Regency architecture, the extravagant palace build by King George IV called the Royal Pavilion, the pier, marina and the Lanes (the fishing village from which Brighton developed), now a maze of narrow thoroughfares packed with exclusive, trendy shops and restaurants. Alongside the traditional attractions there is a wide choice of pubs, clubs and restaurants, a modern indoor shopping centre and specialist shops, excellent sports facilities, and a revamped beachfront. Add in annual events like the comedy and arts festivals, concerts, beach parties, firework displays and gay pride, and it is easy to understand why so many Brighton graduates choose to stay on here after finishing their courses.

The climate in Brighton is quite temperate so that winters are not generally too cold (although there are always a few frosty mornings, the occasional snow shower and regular days of rain) and the summers are often warm and sunny when people flock to the beach. More information on the city of Brighton can be found at [www.visitbrighton.com](http://www.visitbrighton.com)

## **11. UNIVERSITY LIFE**

There are lots of things to do in your spare time during the days, evenings and weekends:

### **Shopping and Banking Facilities**

There are a variety of local shops close to Mithras House including a food store, and pharmacy. ATM's and a small branch of Barclays Bank can be found on campus in the Cockcroft building (located just across the road from Mithras House, where the Business School's classes take place. There are also Cafes, restaurants, and Student Union shops sited in both Mithras and Cockcroft. In the city centre there are branches of many leading banks and currency exchange facilities.

### **Off-campus activities**

“Brighton has over 200 pubs, wine bars and pre-club bars, such as the popular Komedia cafe-bar, offering varied live entertainment. On the clubbing scene, there is a choice of over 30 nightclubs located throughout the city and at beach level, catering for every taste. Many organise student nights when entry and drinks are reduced in price. The Brighton Centre also hosts many live pop concerts and gigs featuring leading singers and bands of international repute. With over 400 cafes and restaurants to choose from students need not go hungry: Indian or Greek, Mexican or Italian, Japanese or Thai, vegetarian or traditional fish and chips, and the fierce competition keeps prices affordable. Relax with a newspaper and a coffee in one of the North Laine's cafes or keep yourself going into the small hours at Buddies, an all-night cafe on the seafront, or the legendary Market Diner. Brighton is a paradise for shoppers. You'll find all the familiar high street names under one roof in the Churchill Square shopping mall and quirky, offbeat specialist shops – selling everything from second-hand records and clothes to bric-a-brac and wholefoods – in the North Laine area. Browse the Lanes for stylish independent shops or take a stroll down to the marina for designer outlets.”

Being on the coast, a wide range of water based activities such as sailing and wind-surfing are on offer. In addition, there are numerous sports centres and clubs to suit every interest and ability.

### **On-campus social/extra-curricular opportunities for the students:**

There is a wide variety of University societies (more than 60) and clubs (again more than 60) to join, mostly run by the Students Union. Sports are particularly popular but there are also those offering more pastoral pursuits such the University Choir, drama groups, religious and ethnic societies. Wednesday afternoons are generally kept free from classes to allow those interested to participate in such activities. So whether you are a talented athlete, just want a casual game or to try out a new sport or hobby, there will be something for you at Brighton.

A 'Freshers' Fair' is held in the first week of every new academic year to introduce students to all the clubs and activities on offer. The sports facilities are mainly concentrated on the Falmer site and in Eastbourne where there is an indoor swimming pool. At Falmer there are extensive playing fields for football, rugby, hockey, cricket, etc., two gymnasia, and a dance studio, a large floodlit area used for club training, tennis, netball, five-a-side football and a sauna and sun room. The Moulsecomb site has a gymnasium with two badminton courts, weight/fitness training room, a sun bed and a Recreation Office. The Recreation Service provides courses for beginners and intermediates (those with some experience) in activities ranging from canoeing to yoga, and also organises competitions in various activities in which students and staff take part.

## **12. ACADEMIC MATTERS**

### **Teaching rooms and the learning format**

All classrooms and student areas are regularly refurbished and contain comfortable seating and modern presentation, audio and visual equipment. All rooms are located centrally within the Brighton Business School which is based on the first and ground floors of Mithras House. Meeting rooms and a lounge area are provided for students to get together and many use the Mithras cafe/restaurant as another meeting area.

The full-time course is an intensive full-time programme of learning requiring normally at least 40 hours of learning a week. A typical week might entail 12 to 15 hours of scheduled classes, with the rest of the learning time made up of group and individual work outside the classroom. Some weeks entail more classroom hours and learning hours. Weekend classes are extremely rare, though there may be times when weekend meetings of project groups or independent study are required. There are also weeks with few scheduled classroom hours, when most or all of the learning takes place outside the classroom.

Student's work will be assessed according to the following criteria:

- -High Distinction (80-100%)
- Distinction – (70 – 79%)
- Merit – (60 – 69%)
- Pass – (50 – 59%)
- Fail and Refer – (39 – 49%) this is a provisional failure which can be overturned if you provide additional satisfactory evidence of achievement of the module learning outcomes required in order to achieve a pass standard.
- Fail and no Referral – (Below 39%)

A pass is a good mark, and is commonly awarded, unlike some systems in which a pass mark is considered poor. Marks in the distinction range are exceptional. Students who are required to transfer marks from UK universities to other educational systems by the home school should agree the comparability of UK marks to their home marking system. Some sending institutions prefer to treat study abroad credits on a pass-fail basis to simplify the conversion of marks.

More detailed information about the assessment regulations is provided in Appendix 2.

## **APPENDIX 1: In-bound student exchange application forms and instructions**

**INBOUND EXCHANGE APPLICATION FORM** *\*Please see attached Notes for Guidance*

FAMILY NAME		FIRST NAMES	
Date of birth	Sex	Passport number	
Passport issuing country	Date issued	Expiry date	
Correspondence/term time address including post code:			
Telephone	Mobile phone	Email address	
<b>Exchange studies course (MSc Management)</b>		Proposed start date of studies at Brighton	Proposed end date of studies at Brighton
Name and address of your 'home' institution:			
Name of your academic exchange co-ordinator:			
Your academic co-ordinator's contact details:			
Email:		Telephone:	
<b>Briefly state your learning objectives and the reasons why you wish to study abroad: (continue on a separate page if needed).</b>			

<b>Family name:</b>	<b>First names:</b>
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**LANGUAGE COMPETENCE**

**First Language:**

Languages (other than English) and the level of your competence:

<b>Languages</b>	<b>Speaking:</b>	<b>Listening:</b>	<b>Reading:</b>	<b>Writing</b>
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If English is not your first language do you have any certificates or test results for English?

<b>Language</b>	<b>Test taken</b>	<b>Date of test</b>	<b>Results or score</b>
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**DO YOU HAVE ANY WORK EXPERIENCE? (significant experience only)**

Job Title	Name of employing organisation	Country:	From	To	

**Disability/Special Needs** (Physical/other disability or medical condition requiring special arrangements or facilities.  
Please see attached notes for guidance and write in appropriate code:

Student's signature	Date:
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SENDING INSTITUTION: We hereby confirm that this student is enrolled at this institution and is eligible for the exchange programme under the terms of our collaborative agreement. This institution supports the application.

Print Academic Exchange Co-ordinator's name:

Signature	Date:
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RECEIVING INSTITUTION (University of Brighton): We hereby confirm receipt of the above-named student's application, and that the above student is:

Accepted  
 Not accepted

Print Academic Exchange Co-ordinator's name::	Print Institutional Co-ordinator's name (if needed)
Signature                                  Date:	Signature                                  Date:

**LEARNING AGREEMENT (Please see attached Notes for Guidance)**

STUDENT'S FAMILY NAME	FIRST NAME:
NAME OF SENDING INSTITUTION:	

DEPARTMENT/SCHOOL RECEIVING STUDENT: *Brighton Business School*  
 NAME OF RECEIVING DEPARTMENTAL CO-ORDINATOR : Julie Watson and Barry Lee Scherer

DETAILS OF THE PROPOSED STUDY PROGRAMME  
**TITLE OF COURSE OF STUDY:** **MSc Management**

<i>Module unit code</i>	<i>Level e.g. Masters</i>	<i>Course Unit title</i>	<i>UK credits</i>	<i>ECTS or USA credits equivalent</i>

STUDENT'S SIGNATURE	Date
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<b>SENDING INSTITUTION</b> – We hereby confirm the proposed programme of study is approved.	
Academic Exchange Co-ordinator's signature:	Institutional Co-ordinator's signature where required
Date:	Date:

<b>RECEIVING INSTITUTION (University of Brighton)</b> – We hereby confirm the proposed programme of study is approved.	
Academic Exchange Co-ordinator's signature:	Institutional Co-ordinator's signature where required
Date:	Date:



**CHANGES TO ORIGINAL PROPOSED STUDY PROGRAMME/LEARNING AGREEMENT**

(To be filled in ONLY if you are changing a previously agreed study programme/Learning Agreement)

STUDENT DETAILS						
FAMILY NAME: .....			FIRST NAME: .....			
Course unit code	Level	Course unit title	Deleted course units*	Added course units*	UK Credits	ECTS Credits equivalent

\* Please tick appropriate column. If necessary, continue this list on a separate sheet

<b>STUDENT'S SIGNATURE:</b> .....		<b>Date</b>
<b>SENDING INSTITUTION</b> – We hereby confirm the above-listed changes to the initially agreed programme of study/learning agreement are approved.		
<b>Academic Exchange Co-ordinator's signature:</b> .....Date	<b>Institutional Co-ordinator's signature:</b> .....Date.	
<b>RECEIVING INSTITUTION:</b> We hereby confirm the above-listed changes to the initially agreed programme of study/learning agreement are approved.		
<b>Academic Exchange Co-ordinator's signature:</b> .....Date	<b>Institutional Co-ordinator's signature:</b> .....Date	





## BUSINESS SCHOOL IN-BOUND EXCHANGE APPLICATION - Notes for Guidance

### General

Before completing the form, please ensure that you read these notes for guidance carefully. Complete the form in BLOCK CAPITALS.

### The Data Protection Act 1998 and Disclosure of Applicant Information

The information which you have given on your application will be used for the following purposes only:

- 1) to enable your application to be considered;
- 2) to enable this institution to compile statistics, or to assist other organisations, such as HESA (Higher Education Statistics Agency), or individual research workers to do so, provided that no statistical information would identify you as a person will be published;
- 3) to enable the institution to set up your student record and allocate a student number;
- 4) The university reserves the right at any stage to request applicants or enrolling students to provide further information relating to any aspect of their application or enrolment. If such further information is not provided within the period stipulated, then the university reserves the right to refuse to consider the application or the enrolment.

### Submitting your application

Please send your completed application directly to the International Team (the names and addresses are given at the end of this information sheet). Your application will be photocopied before it is sent to the relevant Academic Co-ordinator in the University of Brighton, so it is important that you write neatly in black ink.

**Section 1 Details of your institution** – please provide contact details of your Institutional Exchange Co-ordinator at your home institution, as well as your Academic Exchange Co-ordinator.

### Section 2 Student's personal data:

**Correspondence address:** enter the address to which all correspondence should be sent.

#### Disability/Special Needs

Please enter in the box the code from the list of statements below which is most appropriate to you. Please record any special needs or support required in the space provided. The university will use this information to make appropriate arrangements to support your studies at the university.

#### Disabilities/support which may be required:

- 0 You do not have a disability nor are you aware of any additional support requirements in study or accommodation.
- 1 You have a specific learning difficulty (e.g. dyslexia)
- 2 You are blind/are partially sighted
- 3 You are deaf/have a hearing impairment
- 4 You are a wheelchair user/have mobility difficulties
- 6 You have mental health difficulties
- 7 You have an unseen disability, e.g. diabetes, epilepsy, asthma

- 8 You have two or more of the above disabilities/special needs
- 9 You have a disability not listed above
- T You have Autistic Spectrum Disorder/Asperser's Syndrome

### **Reasons why you wish to study abroad**

Enter here any information you may wish to offer in support of your application. Host tutors will be interested in your reasons for choosing to study at Brighton and for the course you wish to follow.

### **Work Experience**

Please include your work relevant experience and training, paid or unpaid, full or part-time, in your home or outside. Please continue on a separate sheet if needed.

### **Learning Agreement**

The Learning Agreement should be completed and sent with your application form. It may be amended or completed on arrival at the University of Brighton in consultation with the Academic Exchange Co-ordinator in your host department and the Course Leader at Brighton.

If you need assistance regarding which course modules to choose, course unit codes and course unit titles, please contact your Institutional Exchange Co-ordinator in the first instance as they have been supplied with our prospectus as well as having the contact details of our Academic Exchange Co-ordinators who you may need to contact if unsure of which modules to choose. You will also be sent a list of Academic Exchange Co-ordinators at the University of Brighton on receipt of your completed application.

The Learning Agreement is to be completed within two weeks of commencing the course of study at the University of Brighton. The Learning Agreement must be agreed with both the academic co-ordinator at the home institution and also at the University of Brighton. Changes in the Learning Agreement can be made even after arrival in Brighton.

### **Amendments to Learning Agreements**

Any amendments to the Learning Agreement must be formally agreed between the student, the student's home tutor and the academic exchange coordinator at the University of Brighton. A separate section is provided on the Learning Agreement to record any such amendments.

### **Transcript of Record**

At the end of your study period at the University of Brighton, you will be provided with a transcript of record, indicating the modules you have studied, the grades, and the number of ECTS credits achieved. This will be produced based on the number of modules for which you have been formally registered via the University of Brighton's central "CAMS" system (Credit Accumulation Management System), and for which you have successfully completed the necessary assessments/examinations.

## **Additional notes**

### **(1) Course Code**

Contact your Institutional Exchange Co-ordinator and/or our Academic

Exchange Co-ordinator in your host department at the University of Brighton

**(2) Duration of course**

Y = 1 academic year

1S = 1 Semester

1T = 1 trimestre

2S = 2 semestres

2T = 2 trimestres

**(3) Description of the grading system for postgraduate courses in the Business School**

<i>USA grade</i>	<i>ECTS grade</i>	<i>UoB Mark</i>	<i>UoB grade</i>	<i>Definition</i>
A+/A	A	70+	A	DISTINCTION/EXCELLENT PASS: awarded when a student has fulfilled the learning outcomes of an assessment to an excellent standard
A/B+	B+	69-60	B	MERIT/VERY GOOD PASS: awarded when a student has fulfilled the learning outcomes of an assessment to a high standard
B/B-/C	C+	59-50	C	GOOD PASS: awarded when a student has met the learning outcomes of an assessment. Reworked assessments (that have been referred) that reach a passing standard are capped at 50.
C-/D	FX	49-30	R	REFER: awarded when a student has not met the learning outcomes of an assessment, but where there is evidence that there is a basis for the reworking of the assessment to bring it up to Masters level.
F	F	<30	F	FAIL: awarded when the level of performance is so far from a passing standard that the examiners have determined there is not a sufficient basis for the reworking of the assessment. Also awarded for reworked referrals which do not achieve a pass.

**Where to send your completed forms**

*Completed forms MUST be returned to BOTH the academic coordinator and Postgraduate Business School administrator in the first instance at the following address:*

Julie Watson, Business School Exchanges  
Administrator

University of Brighton, Mithras House  
Lewes Road  
Brighton  
BN2 4AT  
UK  
Email: [j.watson@brighton.ac.uk](mailto:j.watson@brighton.ac.uk)  
Fax : +44 (0)1273 642980

Barry Lee Scherer, Principal Lecturer  
Academic Coordinator International  
Exchanges

University of Brighton, Mithras House  
Lewes Road  
Brighton  
BN2 4AT  
UK  
Email: [b.l.scherer@brighton.ac.uk](mailto:b.l.scherer@brighton.ac.uk)

*Application deadline dates*

**For students arriving at the start of Semester 1: 10 May**

For students arriving at the start of Semester 2: 31 October