



Britannia School of Business



The vision of **BSB** is to “*to teach . . . to show*” students, professionals and researchers the best practice as well as the current thinking within business enterprise management. The overall educational emphasis is placed on giving our students the best possible training with their future career in mind. Our School has built its courses on having a strong business engagement foundation along with an innovative approach to learning and teaching to back up knowledge transfer activities. This means that students will have support and clear guidance from their tutors in order to forge effective learning partnerships; industrial visits and strong links with work advisers and CV designers during the course; engage in some sort of project and/or course work research which responds to business needs and provide strong advice for companies to build better business; to be assisted by ‘senior’ students and business professionals on how best to progress under considerable challenge. The overall learning is aimed at delivering innovative solutions to companies by building on high skills development which will add to employability success as well as being a value for businesses.

BSB works in partnerships with A⁺ English School to deliver a joint programme of a very high quality. The English language has the accreditation of the British Council, and the business management is accredited by the CMI-British Chartered Management Institution. **BSB** is a fully CMI-accredited centre.

I do hope you will find the information contained in here useful to you in terms of making the right decision to study. Please, contact us if you need further information. I wish you success with your application to study at **BSB** and I look forward to welcoming you when you join our School.

Director



BSB: Programme & Courses

BSB's teaching programmes start each year in: January, May, and September, *i.e.* quadrimester terms. Most programmes of study with BSB are for a 12-15 month duration; however, there are also fast-track options for advance students with outstanding learning ability. CMI registration is available to those students holding a valid registration with BSB. Application forms and further course details are provided on request or via the website.

BSB also offer a pre-sessional study period to those students needing to improve their academic study skills as well as their English language knowledge prior to enrolling on one of the higher programmes. For those wanting to spend some time as part of their study visit to Britain or attend the Summer School programmes, they must express their interest by contacting BSB directly. Other courses currently running by the BSB are:

Level 5: Business Studies Technical Education:

Higher Diploma/Certificate in Business Administration with English Language; Business Studies; Enterprise Management; and the Business Leadership Management

Level 6: Graduate level:

(pre-masters education)

Graduate Diploma in Business Studies

Diploma in Graduate Education

(post-graduate education)

Graduate Business Administration Diploma

International Diploma in Business Studies

Graduate Diploma in Research Methods

Graduate Management Leadership Diploma

Graduate Enterprise Business and Management Diploma

Level 7: Masters level – Master Diploma in:

International Business Management

Enterprise Management Studies

plus, the *Britannia Master Diploma in*

Business Administration; and

Corporate Management Leadership

For those with senior business experience, BSB offers the:

Executive Master Diploma in Advanced:

Business Management; Management Leadership

Level 8: Doctorate programme by research in:

Business Administration

Students registered to take BSB's programmes will receive Certificates of Achievement, Participation, and Attendance. These are awarded at each stage during the learning period. Also, certification of study achievement is awarded for best results in each of the modules on the course. Registration in the CMI programmes accredited by BSB is available to students taking any of the BSB's courses. More details are given below.

Teaching terms: (*i.e.* quadrimester periods) as follows:

Term I September to December (Christmas term)

Term II January to April (Easter term)

Term III May to August (Trinity term)

Classroom activities: (*i.e.* Mondays to Fridays)

class A: 9.30am to 11.00am

class B: 11.30am to 1.00pm, then lunch break: 1-2pm

class C: 2.00pm to 4.00pm

As for individual study or group activities, students will be provided with a specific timetable allocation for each teaching week within the yearly term of study registration, *i.e.* terms I, II, and III, which covers each of the quadrimester term periods.

Students with valid registration will have access, for the duration of their course programme, to lectures and classes, database references, tutorial support, assistance with projects and course work as well as supervision provided by highly qualified professional lecturers, library and CMI's learning resources, participation in guest lecture and external events, *i.e.* visits to businesses organised by BSB.

BSB's teaching programmes are designed to guide students into individual as well as group classroom learning activities. BSB provides fast-track teaching delivery to suit highly motivated students looking for a shorter programme completion. Further to the class contact time, students will have to conduct personal study projects in order to enhance their skills and develop self-learning on areas of their interest. Tutors will also provide a module learning guide to students to facilitate their studies.

As BSB's modular teaching blocks can provide greater flexibility for students to learn as well as to progress satisfactorily with their studies/qualification, BSB welcomes transfer and top-ups as part of its existing range of qualifications. Application for transfer/top-ups can be initiated by students themselves or their institutions for special consideration by the BSB' Director of Studies.

By request, BSB can provide study trips to the UK (Sheffield); support research study visits; summer schools; and specialized professional training for those in the public and private sectors seeking to advance their career prospects and employability.

Business Technical Education Programme

(level 5): This programme is a combination of business case analysis and English language applied to the business environment. At this level, the course aims at giving a strong business technical foundation to those learning the essential aspects of the Business studies education. The entry requirement is: good results from secondary education in schools or Colleges; a good range of studies including English language or IELTS/equivalent study with satisfactory results.

Higher Diploma and Certificate in Business Studies (course code: BT524-532); *Higher Diploma & Certificate in Enterprise Management* (course code: BT526-534); *Higher Diploma in Business Leadership Management* (course code: BT515): an elementary course which takes students to learn the basic aspects of business administration. Case analysis will guide students to learn the challenges faced by businesses in running their activities and the significance of leadership skills. Overall, the course aims at developing students for a better professional career as well as to take further academic studies.

Programme content:

Term I:

- 60% of class time used for language learning
- 40% of class time used for Business cases

Term II:

- 40% of class time used for language learning/expression
- 60% of class time used for Business cases

Term III, project submission:

- 20% of class time used for language learning/expression
- 30% of class time used for Business cases
- 50% of class time used for project writing/English

NB: for students progressing through the fast-track method, terms II and III might run together.

Higher Diploma and Certificate in Business

Administration with English Language (course code:

BT528-536): a course with a strong basis on English language education for business activities which aims to provide a strong understanding of the essential aspects of business for developing a professional career or further academic studies.

Programme content:

Term I:

80% of class time used for language learning
20% of class time used for Business cases

Term II:

60% of class time used for language learning
40% of class time used for Business cases

Term III, project submission:

10% of class time used for language learning
40% of class time used for Business cases
50% of class time used for project writing

NB: for students progressing through the fast-track method, terms II and III might run together.

Programme learning allocation:

- 1 term of 15 weeks (out of which 12 weeks with class contact and 3 weeks for assessment) and some week-end/evening visits or social events
- 15 hours per week as class contact including self-learning
- 15 hours per week as self-teaching including group work, readings, and homework.

Fees for Programmes BT515 (Foundation) and BT532, BT534. BT536 (Diploma) starting from Jan, 2010:

Registration in GBpounds for each academic term:

Overseas students: £1,900.00

European/UK students: £1,600.00

Fees for Programmes BT524, BT526, BT528 (Certificate), starting from Jan, 2010:

Registration in GBpounds for each academic term:

Overseas students: £1,650.00

European/UK students: £1,300.00

***NB:** Fast-track students can register for 50% only of the fees for the last term, i.e. Term III registration.*

Pre-sessional classes / Summer School: those students wishing to improve their knowledge in advance prior to the start of their chosen course will find very useful attending classes in any of the modules offered by BSB, especially English language. The yearly Summer School programmes are designed accordingly which will award varied module credits.

Pre-sessional learning allocation:

1 term of 15 weeks maximum (with up to 15 hours of class contact weekly, for a total of 2.5 credits per module chosen) maximum. The total credits can be carried forward to gain exemptions from other BSB's programme of study.

Fees/registration in GBpounds for one only academic term:

Programme SL504 (Certificate) as from Jan, 2010:

all students: £2,375.00 (or £225.00 weekly)

Programme SM506 (Certificate) as from Jan, 2010:

all students: £3,275.00 (or £285.00 weekly)

Graduate Programmes (level 6):

(Pre-Masters equivalent)

Business & Management Studies course programmes with the support of English classes. Entry requirement: a first degree or equivalent qualification and good English language level, IELTS level 4 or above, and supportive references.

Graduate Diploma in Business Studies

(course code: GR602): in this programme the focus is on the essentials of business operations, *i.e.* a broader spectrum of the business foundation learning aspects, examining in details the operations of generic business administration and enterprise development.

Diploma in Graduate Education

(course code: GR604): this programme is designed for those needing to learn about social and academic matters for a successful UK's graduate study period.

Programme content:

Term I:

80% of class time used for language learning
20% of class time used for Business cases

Term II:

30% of class time used for language learning
70% of class time used for Business cases

Term III, project submission:

20% of class time used for language learning
60% of class time used for Business cases
20% of class time used for project writing/English

***NB:** for students progressing through the fast-track method, terms II and III might run together.*

Programme learning allocation:

1 term of 15 weeks (out of which 12 weeks with class contact and 3 weeks for assessment) and some week-end/evening visits or social events

15 hours per week as class contact including self-learning

18 hours per week as self-teaching including group work, readings, and homework

Fees for Programmes GR602 and GR604, starting from Jan, 2010:

Registration in GBpounds for each academic term:

Overseas students: £2,250.00

European/UK students: £1,850.00

***NB:** Fast-track students can register for 50% only of the fees for Term III, when the time comes for taking the last term of the programme.*

For all the graduate levels, i.e. 6, 7, and 8, students can opt for a hybrid specialisation area of study as part of their project theme and graduation title. In such cases, the qualification will contain an important learning element related to, for instance: marketing, export, leadership, management, finance, business administration, economics, human resources, business studies, enterprise, and English language.

Graduate Programmes (level 6): **(Post-Graduate courses)**

Business & Management post-graduate course programmes with the support of English classes. Entry requirement: a first degree or equivalent qualification and good English language level; IELTS level 4.5 or above; personal statement of purpose to study the chosen course; and a supportive set of references.

Graduate Business Administration Diploma

(course code: PG610): students will be examining the overall key administrative issues regarding the intricacy of running current operations effectively. The main focus in this programme covers areas within the private and public sectors.

International Diploma in Business Studies

(course code: PG620): the main focus in this programme is international trade, trade exportability and global business operations.

Graduate Diploma in Research Methods

(course code: PG630): this programme is designed to prepare students on efficient research techniques as well as on how to report and present results/findings. Some key areas of budgetary control *i.e.* financial management will form an important part of this programme.

Graduate Management Leadership Diploma

(course code: PG640): this is a growing area of successful management structure in both the public as well as the private sector. This course is designed to prepare students on management leadership at a senior level.

Graduate Enterprise Business and Management Diploma

(course code: PG650): this course aims to provide students

with a strong basis on the essential competitive aspects of business performance. The programme covers essential aspects of business initiation and management with a strong focus on the national/international components of the market.

Programme content:

Term I:

60% of class time used for language learning

40% of class time used for Business cases

Term II:

20% of class time used for language learning

80% of class time used for Business cases

Term III, project submission:

15% of class time used for language learning

15% of class time used for Business cases

70% of class time used for project writing/CMI

NB: for students progressing through the fast-track method, terms II and III might run together.

Programme learning allocation: 1 term of 15 weeks (out of which 12 weeks with class contact and 3 weeks for assessment) and some week-end/evening visits or social events; 15 hours per week as class contact including self-learning; 20 hours per week as self-teaching including group work, readings, and homework.

Fees for Programmes PG610, PG620, PG630, PG640, and PG650. All courses as from the starting in Jan, 2010:

Registration in GBpounds for each academic term:

Overseas students: £2,600.00

European/UK students: £2,100.00

NB: Fast-track students can register for 50% only of the fees for Term III, when the time comes for taking the last term of the programme.

Post-graduate Master Programme (level 7):

Business Studies & Management educational studies having also a combined registration with Chartered Management Institute (levels 6 or 7) as part of the higher educational training programme.

Entry requirement: good first degree or equivalent, personal statement of purpose to study the chosen course, relevant working experience (for the MBA as manager/supervisor), excellent references, and English language knowledge (IELTS 6.0 or above) are necessary prior to registration approval.

International Business Management (IBM)

(course code: MP703): this course is designed for those students needing to gain a broader grasp of business in the international context and on the management of activities within the global environment affecting public and private enterprises.

Enterprise Management Studies (EMS)

(course code: MP705): this course will provide students with a solid knowledge of managing entrepreneurial business covering the fundamental aspects of business economics and the most essential factors on the performance of organisations.

Britannia Master in Business Administration (MBA)

(course code: MP707): this is a very vocational and generic master programme designed to foster much better individual employability and to prepare students for senior managerial roles when they will have to deal with essential aspects of the business administration complexity to succeed.

Corporate Management Leadership (CML)

(course code: MP709): this course falls closely into the category of programmes that CMI envisages for students taking their courses. In here students will examine management leadership at a senior level. This means learning the importance of management leadership in SMEs as well as large corporation, along issues that have a regional as well as a global significance to corporations' success.

Programme content:

Term I:

- 20% of class time used for language learning/expression
- 10% of class time for CMI modules
- 70% of class time used for Business content/cases

Term II:

- 20% of class time used for dissertation/project
- 20% of class time for CMI modules
- 60% of class time used for Business content/cases

Term III, project submission:

- 20% of class time used for Business content/cases
- 80% of class time used for project writing and/or CMI

NB: for students progressing through the fast-track method, the dissertation/project element might be ready earlier.

Programme learning allocation:

- 1 term of 15 weeks (out of which 12 weeks with class contact and 3 weeks for assessment) and some week-end/evening visits or social events
- 15 hours per week as class contact including self-learning

25 hours per week as self-teaching including group work, readings, homework, including CMI units/modules preparation

Fees for Programmes MP703, MP705, MP707, and MP709 as from Jan, 2010:

Registration in GBpounds for each academic term:

Overseas students: £3,250.00

European/UK students: £2,650.00

***NB:** Fast-track students may progress with some course requirements sooner than expected. In such cases, a fee reduction will apply to Term III.*

These fees include registration with the Chartered Management Institute.

Executive Diploma in Advanced Business Management (ABM) and Leadership (AML)

(course code: MC721/3): this programme is designed for advanced business executives looking for expanding and updating their knowledge of business administrative processes and operations techniques, along with a comprehensive examination of those issues of excellence leadership for today's businesses, either at regional/national or global levels.

Programme content:

Term I:

30% of class time for CMI modules

70% of class time used for Business content/cases

Term II:

- 30% of class time used for dissertation/project
- 30% of class time for CMI modules
- 40% of class time used for Business content/cases

Term III, project submission:

- 30% of class time used for Business content/cases
- 70% of class time allocated to project writing and/or CMI

***NB:** for students progressing through the fast-track method, the dissertation/project element might be ready earlier.*

Programme learning allocation:

- 1 term of 15 weeks (out of which 12 weeks with class contact and 3 weeks for assessment) and some week-end/evening visits or social events
- 15 hours per week as class contact including self-learning
- 25 hours per week as self-teaching including group work, readings, and homework, including CMI modules preparation

Fees for Programmes MC721 and MC723 as from Jan'10:

Registration in GBpounds for each academic term:

- Overseas students: £4,750.00
- European/UK students: £3,800.00

***NB:** Fast-track students may progress with some course requirements sooner than expected. In such cases, a fee reduction will apply to Term III.*

These fees include registration with the Chartered Management Institute-England, UK.

Doctorate Programmes (level 8):

To candidate for the Doctorate by research programme *Diploma in Business Administration* DBA (DB804), or the *Diploma Doctorate in Philosophy* (DP806), please apply directly to the BSB Director, in writing by letter or via e-mail. Visit BSB's website for other particulars on these programmes. At the present time, applications for scholarship, studentship or bursaries have been suspended.

BSB's doctoral programmes were introduced to support those wanting to advance their academic ability and experience by contributing to knowledge building and transfer. The programme is based on an introductory stage centred on a set of three major academic skills essential to progressing into the development of the thesis project. The seminar modules are conducted in block sessions at the start of each term of study (*i.e.* one 15-hour-week class term), and these are as follows:

- a) Theoretical analysis and framework (Critical Thinking)
- b) Research methodology (Quantitative Methods)
- c) Scholarly discourse (Qualitative Analysis)

Under BSB's registration rules, it is expected that the 'Pass-Proceed' report on these modules will be at a level equal or above 'Merit', and as 'Distinction' or above for their average. As candidates achieve these results, then the BSB's Academic Board will sanction a supervisory team to oversee the completion of the thesis work, *ie.* dissertation stage/writing-up.

Candidature requirement: a good first and/or higher academic qualification, a detailed research study and thesis proposal; substantial/relevant academic and/or professional career experience; excellent supportive references, and English language knowledge (IELTS 7.0 or above).

Chartered Management Institute (CMI)

List of accredited qualification in Leadership and Management available through BSB:

Level Five:

| | |
|--|------------------|
| Award in Management and Leadership | (QCF) 500/4204/x |
| Certificate in Management and Leadership | (QCF) 500/4211/7 |
| Diploma in Management and Leadership | (QCF) 500/4210/5 |

Level Six:

| | |
|--|------------------|
| Award in Management and Leadership | (QCF) 500/5684/0 |
| Certificate in Management and Leadership | (QCF) 500/5634/7 |
| Diploma in Management and Leadership | (QCF) 500/5683/9 |

Level Seven:

| | |
|--|------------------|
| Award in Management and Leadership | (QCF) 500/4206/3 |
| Certificate in Management and Leadership | (QCF) 500/4120/4 |
| Diploma in Management and Leadership | (QCF) 500/4120/4 |

Level Eight:

| | |
|---|------------------|
| Award in Strategic Direction & Leadership | (QCF) 500/5217/2 |
| Certificate in Strategic Direction & Leadership | (QCF) 500/5218/4 |
| Diploma in Strategic Direction & Leadership | (QCF) 500/5219/6 |

The CMI programmes (modules/units) can be completed individually or in association with the BSB's qualifications as described above. For full details and particulars on specific CMI programmes, please, apply directly to the BSB Director, in writing by letter or via the website.

The method of delivery of CMI courses is based on the choices expressed by students and their level of professional experience. BSB provides especial programme for fast-track progression in order to assist students looking for shorter programme completion. CMI's levels have 9 modules/units in each course. For all programmes, the class learning contact hours or equivalent will be around 225 hours for the described qualification (*i.e.* 22.5 hours for each unit in the course), plus self-learning and course work/project development.

BSB's fees in GBpounds for the CMI programmes, in 2009-2010 academic year, are as follows (as from Jan'10):

Level 5: £4,350.00 Level 6: £4,750.00

Level 7: £5,350.00 Level 8: £6,400.00

Students will have also access to CMI's web-link reference library for the duration of the course they have registered with BSB. The above fees include full CMI's registration, BSB's library access, tutorial classes, assistance/supervision from specialised professional lecturers, participation in guest lectures events for the entire duration of the course in which there is a valid registration with BSB.

Please, visit the CMI website for further details on their courses. This will assist you in deciding the level of your choice and how you might wish to conduct your course of studies.



Further Information on BSB's courses:

BSB promotes good educational and vocational training. BSB places a strong emphasis on the quality assurance and enhancement of the courses it provides. As a result, the School will award Certificates of Achievement, Progress and/or Participation, and Attendance at each stage during the above courses.

During the period of study, students are encouraged to participate in and be involved with the social and professional activities of the *Union of Britannia Academics (UBA)*. Upon approved registration in any of the BSB's academic courses, students will gain the scholarly status as follows:

- *Junior*, for the first-term study period;
- *Senior*, for the subsequent period, and as
- *Head*, for the completion/final course stage.

After the period of study, those students who have graduated with BSB will be recommended to become a member of the *Britannia Alumni Fellow Association (BAFA)*.

The Britannia School of Business is a fully accredited centre to provide courses under the Chartered Management Institute in the United Kingdom and abroad. At postgraduate level, students will have registration with the CMI and will participate in all activities carried out by the CMI-UK.

At the present time, applications for scholarship, studentship or bursaries have been suspended. Further details can be obtained by contacting BSB-Programme Admissions directly.

BSB and A⁺ English School are providing educational training in partnership. A⁺ English School has an accreditation status awarded by the British Council. The School has enjoyed an excellent teaching record as it has a very well qualified teaching staff. That institution now

delivers all the English tuition for and on behalf of BSB's programmes. Both academic training providers are housed in an excellent building nearby the city centre in Sheffield, Yorkshire, England.

BSB is also working closely with the Institute of Public-Private Partnership Studies and the Enterprise Partnership Management Academy. BSB promotes the annual conferences events of those institutions as well as academic journals sponsored by them.

BSB and A⁺ English School have together several other programmes delivered in partnership. The website of these institutions has further details on vocational, undergraduate and post-graduate levels.

For more information on courses and partnership links, and course registration, please, send your request by post or email to:

Programme Admissions

Business Enterprise Management/ Chartered Management Institute

Britannia School of Business

The Mount, Glossop Road
Sheffield S10 2QA
England, UK
Tel: +44 (0) 114 229 6000



English language:

A⁺ English School

The Mount, Glossop Road
Sheffield S10 2QA
England, UK
Tel: +44 (0) 114 229 6000



BSB: pre-sessional / summer school fees

(in £GB pounds, for each term/period)

| Course Programme / Certificate | Level | Course Code | non-EU status | UK and EU status |
|---------------------------------------|--------------|--------------------|----------------------|-------------------------|
| <i>Pre-Sessional</i> | 5 | <i>SL 504</i> | <i>£225 weekly</i> | <i>£225 weekly</i> |
| <i>Summer School</i> | 5 | <i>SM 506</i> | <i>£285 weekly</i> | <i>£285 weekly</i> |

BSB: course fees (in 000£GB pounds, for each term)

| Programme / course | Level | Course Code | non-EU status | UK and EU status |
|--------------------------------|--------------|--------------------------------|----------------------|-------------------------|
| technical level | 5 (Cert) | BT 524/526/528 | 1650 | 1300 |
| foundation/ technical level | 5 (Dip) | BT: 515 532/534/536 | 1900 | 1600 |
| graduate (pre-masters) | 6 (pre) | GR: 602 and 604 | 2250 | 1850 |
| graduate (post-graduate) | 6 (post) | PG: 610/620/630 640/650 | 2600 | 2100 |
| graduate (masters) | 7 | MP: 703/705/707/ and 709 | 3250 | 2650 |
| graduate (executive) | 7 | MC 721 MC 723 | 4750 | 3800 |
| graduate (doctorate) | 8 | DB 804 DP 806 | by request | by request |

BSB / CMI: course fees (in 000£GB pounds)

| Programme/course | Level | Code | Total fees |
|------------------|-------|------|------------|
| C.M.I. | 5 | QCFs | 4350 |
| C.M.I. | 6 | QCFs | 4750 |
| C.M.I. | 7 | QCFs | 5350 |
| C.M.I. | 8 | QCFs | 6400 |

BSB: award classification

| Average % | Grade Result | Class-Award | Note: |
|-----------|--------------|-------------|--|
| over 85 | Pass | Honours | ' Honours-Plus ' if all grades and their average are above 85; 'Honours' for an overall average above 75 and all module grades above 70. |
| over 70 | Pass | Distinction | ' Distinction-Plus ' if all grades and their average are above 70; 'Distinction' for an overall average above 65 and all module grades above 60. |
| over 55 | Pass | Merit | ' Merit-Plus ' if all grades and their average are above 55; 'Merit' for an overall average above 50 and all module grades above 45. |
| over 40 | Pass | Standard | 'Standard' if all grades and their average are equal or above 40. |
| below 40 | Non-award | Unmarked | Obs: Re-take modules, including the dissertation or projects. These can be repeated only once after re-registration has been approved by the Board of Studies. |

BSB: course - module credits

| Level | Activities / course programmes (*) | Major Core modules | Credit(s) | | Course hours (up to) |
|-------|--|--------------------|-----------|-------|----------------------|
| | | | Unit | Total | |
| 5 | <i>Summer-School</i> | 1 | 2.5 | 2.5 | 7.5 |
| 5 | <i>Pre-Sessional</i> | 1 | 10 | 10 | 30 |
| 5 | (Technical Level) modules/units case report | 8 1 | 10 10 | 90 | 270 |
| 6 | (Pre-Masters) modules/units diary report | 8 1 | 15 15 | 135 | 360 |
| 6 | (Post-Graduate) modules/units project dissertation | 8 1 | 15 60 | 180 | 360 |
| 7 | (Masters Level) module/units thesis/dissertation | 8 1 | 15 60 | 180 | 360 |
| 8 | (Doctoral Thesis) seminar units doctoral thesis | 3 1 | 60 360 | 540 | 1620 |

(*) For levels 5, 6 and 7, the module/units are also covered by the CMI programme and they qualify for exemption from the BSB's module/units apart from the project/dissertation which is required before completing successfully the full course.

BSB: marking / grading system

| % out of 100 Mark | Letter | grade point | Grade Description | Observation: |
|-------------------|--------|-------------|-------------------|-------------------|
| 85 – 99 | A | 6 | Outstanding | Pass - proceed |
| 70 – 84 | B | 5 | Distinction | Pass - proceed |
| 55 – 69 | C | 4 | Merit | Pass - proceed |
| 40 – 54 | D | 3 | Standard | Pass - Note No. 1 |
| 25 – 39 | R | 2 | Referred | Note No.2 |
| 1 – 24 | U | 1 | Unsatisfactory | Note No.3 |
| 0 | O | 0 | non-submission | Note No.3 |

- (1) Standard grades are 'Pass-Proceed' with the option to re-do the module work (once) to improve average scores to the 'Merit' level;
- (2) Re-take Assessment (once only); a referred set of tasks is capped to a maximum of 50%;
- (3) Repeat the task or module, including project and dissertation; re-registration, only once, has to be approved by the BSB 's Board of Studies after considering the nature of the outcome along with student's learning pattern.

BSB: course teaching terms (quadrimesters)

| Term | Reference | Start | End |
|------|----------------|-----------|----------|
| I | Christmas Term | September | December |
| II | Easter Term | January | April |
| III | Trinity Term | May | August |

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