



**Your host for  
the session...**

**Dr. David Silbergh**

**Chief Operating  
Officer**



**Induction Session**



**LSC**  
**London**

**4 year**  
**BA Honours in Business Studies**  
**University of Suffolk**



 **University  
of Suffolk**



At the crossroads....

# Agenda for this Induction Session

- **An introduction to:**
- **University of Suffolk and LSC overview**
- **Introduction to team**
- **Attendance**
- **Assessments**
- **Overview of programme**
- **Library**
- **Student voice**
- **Q & A**



2007 – University Campus  
Suffolk

2016 – Granted Degree  
Awarding powers and  
University title, becoming the  
'University of Suffolk'

The main campus is situated in  
Ipswich, with colleges in  
Suffolk and Norfolk also  
delivering degrees. There are  
currently over 9500 students  
enrolled.

2018 – Partnership with London  
School of Commerce



# University of Suffolk



# Roles of LSC and UoS

## LSC

- Teaches the programme
- Produces teaching material
- Sets assignments/exams and submission dates
- Issues timetables
- Student services/support
- Attendance monitoring
- Complaints
- Academic misconduct/poor practise
- Withdrawals

## UoS

- Validates and accredits the programme (Issues the Certificate)
- Oversees extenuating circumstances
- Academic Appeals, Complaints and Conducts
- Bursary and Financial Support Fund
- Confirms attendance to Student Finance England
- Academic misconduct (serious offences)
- Withdrawals
- Assessment Boards – Agree results
- Enrolment links

UoS  
Bursaries



<https://www.uos.ac.uk/content/university-suffolk-bursary-2023-24>

[bursary@uos.ac.uk](mailto:bursary@uos.ac.uk)

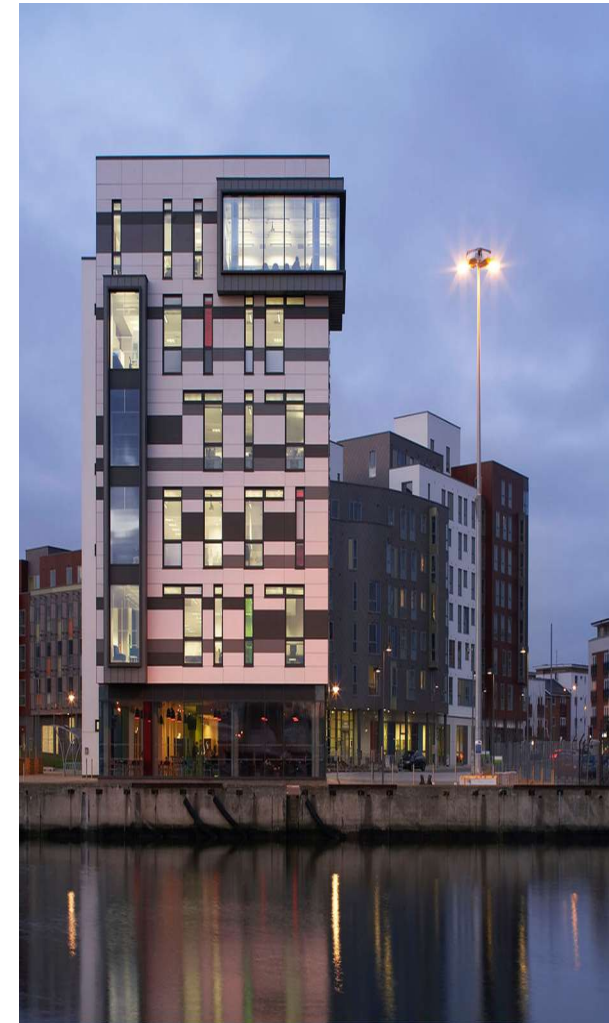
## Key contacts

In the first instance, speak to your course team or LSC staff for help and advice regarding all matters to do with your course.

### University Contacts:

If you have any questions, concerns or comments for the University, contact the Partnerships Office.

**[Partnerships@uos.ac.uk](mailto:Partnerships@uos.ac.uk)**





London School of Commerce (LSC)

## A Global Education Group



**THE LEADERSHIP & MANAGEMENT AWARDS 2012**  
SHORTLISTED  
ICT INITIATIVE OF THE YEAR



# London School of Commerce (LSC)

## The Group Structure



## The Highlights

- **A global reputation with nearly 150,000 alumni from nearly 140 countries**
- **Over 21,000 students globally**
- **Over 200 Doctoral students**
- **An International faculty based in the UK, Switzerland and the Far East**
- **A truly internationalised curriculum with transferable credits**
- **A number of commendations from the UK Quality Assurance Agency**
- **A highly skilled and experienced management team**
- **Excellent progression rates**
- **Building online learning platforms to deliver degree programmes**





MEET THE

TEAM

# Next Speaker



**Dr. Mark Smithers**



**Senior Academic Manager**



**Programme  
Structure**

# The Programme

4 years in total

3 weeks extended induction to re-familiarise students with Higher Education

Year1 - Business Foundation – Level 3

6 modules in total

BA Honours in Business Studies

Year 2 – Level 4

Year 3 – Level 5

Year 4 – Level 6

# Modules in the Foundation



Context of Business



Study Skills for Higher Education



Introduction to Information Technology



Business Communication



Numeracy and Data Analysis



Integrated Professional Skills in the Digital Age

# Assessment Overview



Each module of your programme is assessed



Usually a maximum of TWO components



Most of your assessments are assignment based



There is one examination this year



If you don't pass you can re-submit



If you don't submit you cannot pass

# Assessment Details

## Context of Business

- **Case Study Review - 100% - 2000 to 3000 words**

## Study Skills for Higher Education

- **Individual Essay (Review Articles) - 1000 words - 30%**
- **Individual Essay - 2000 words - 70%**

## Introduction to Information Technology:

- **Individual Individual Report - 100% - 2000 to 3000 words**

# Assessment Details

## Business Communication

- **Advertising material - 50% - 2 pages of images and 500 words of notes**
- **Individual Report - 50% - 1000 to 1500 words**

## Numeracy and Data Analysis

- **Individual Essay - 1000 words - 30%**
- **2 hours Examination - 70%**

## Integrated Professional Skills in the Digital Age

- **Individual Individual Report - 100% - 2000 to 3000 words**

# In Sessional Support

- English for Academic Purposes
- Computing Skills
- Mathematics



## Modules taught in BABS Year 1

<b>Contemporary Business Environment</b>	20	Mandatory
<b>Business Decision Making</b>	20	Mandatory
<b>Marketing Management</b>	20	Mandatory
<b>Personal and Professional Development</b>	20	Mandatory
<b>Organisational Theory and Practice</b>	20	Mandatory
<b>Business Law and Ethics</b>	20	Mandatory

## Modules taught in BABS Year 2

<b>Human Resource Management</b>	20	Mandatory
<b>Accounting for Business</b>	20	Mandatory
<b>Digital Business</b>	20	Mandatory
<b>International Business</b>	20	Mandatory
<b>Research Methodologies</b>	20	Mandatory
<b>Entrepreneurship and Business Development</b>	20	Mandatory

## Modules taught in BABS Year 3

<b>Global Strategic Management</b>	20	Mandatory
<b>Building A Sustainable Organisation</b>	20	Mandatory
<b>Case Study Analysis</b>	20	Mandatory
<b>Contemporary Management Issues in the 21<sup>st</sup> Century</b>	20	Mandatory
<b>Dissertation (Double Unit)</b>	40	Optional
<b>Business Project (Double Unit)</b>	40	Optional

# 2024

- C A L E N D A R -


JANUARY	FEBRUARY	MARCH	APRIL
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
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SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
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- January to April
- April to June
- June to September

2 modules per term

Please check your timetable

Term Dates



**DON'T  
BREAK  
RULES**

# Assessments

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- Others cannot do it for you
- Start work early, do not procrastinate
- Submit on time
- If in doubt, ask the lecturer
- Seek help from the teaching assistants
- Work hard... very hard



**KEEP  
CALM  
AND  
FINISH ALL  
THE ASSIGNMENTS**

To pass, you need.....

**40%**

Passed

Failed



# Late submission

- Can submit up to 3 days late
- But marks will be capped at 40%



## Extenuating Circumstances

- For genuine verifiable illness or incapacity,
- Apply for Extenuating Circumstances 5 days BEFORE the deadline for submission
- You will need formal documentation
- If accepted you can have an extension
- The goldfish died is not an acceptable reason for Extenuation





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## Extenuating Circumstances

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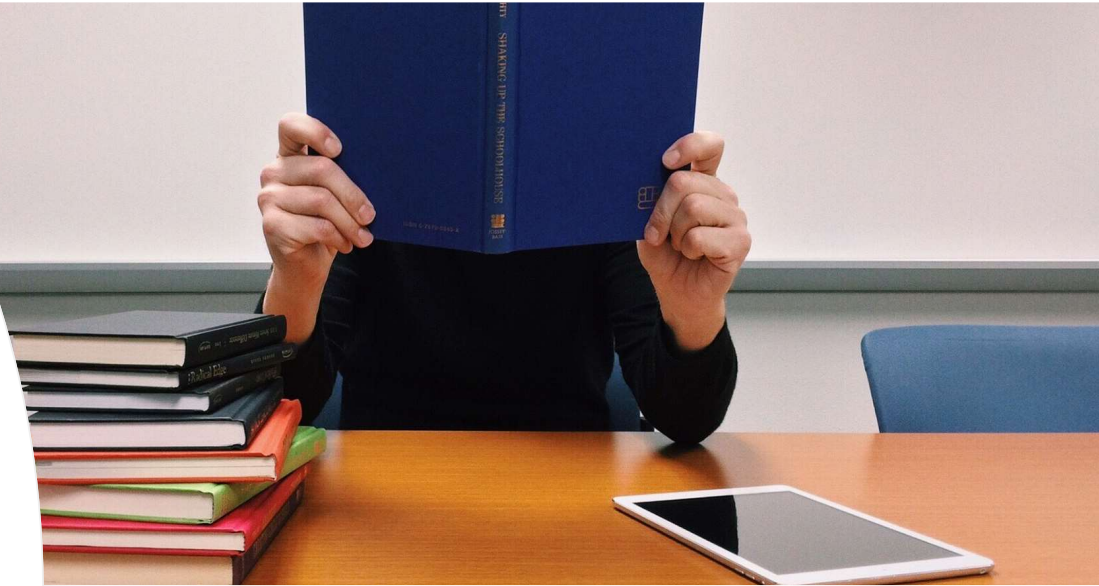
Three potential outcomes of extenuating circumstances:

- **Extension:** submission date being extended
  - **Deferral:** submitting assessments at a later date as agreed with the University
  - **Intercalation:** break in studies
-

## Non submission is non engagement

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- Submit your assessments
- Do **NOT** skip them
- Attempting is better than not attempting





## Common Reasons for Failure in Assessments

- Non submission
- Unfair Academic Practices
- Incorrect assessment submitted

# Unfair Practice - Plagiarism

The University and LSC take unfair practice very seriously

All work **MUST** be submitted via Plagiarism Detection Software

*Your work must be your own*

You cannot copy from:

- The Internet
- Books – unless you reference correctly
- Other students
- Buy your assignments
- If you plagiarise your work will **NOT** be marked

**PLAGIARISM**

**STOP**

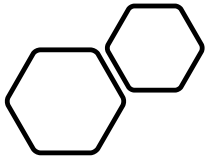
# Academic Offences

Stage 1: Mark reduction OR Fail grade

Stage 2: Fail grade, Formal meeting AND Written warning

Stage 3: Details passed to University, possible Termination





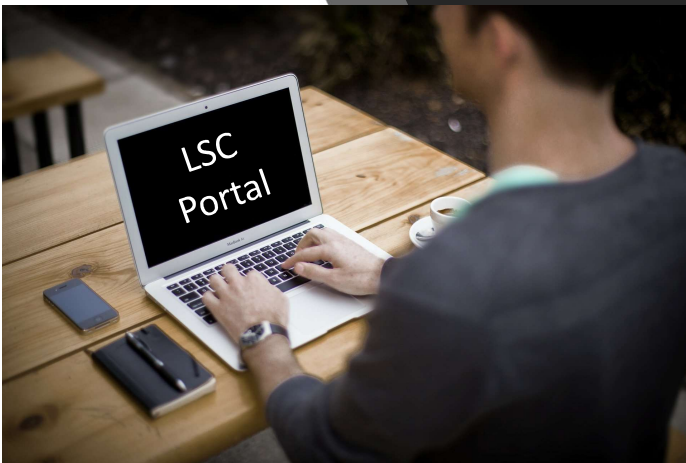
# Appeals and Complaints

- [http://uos.learningservices.online/articulate/student\\_guide\\_to\\_complaints/story\\_html5.html](http://uos.learningservices.online/articulate/student_guide_to_complaints/story_html5.html)
- [http://uos.learningservices.online/articulate/academic\\_appeals/story\\_html5.html](http://uos.learningservices.online/articulate/academic_appeals/story_html5.html)



# Student Portal

To access the Student Portal Students can login with their Student ID Number and their individual Password



The Student Portal contains:

- Various Handouts including The Harvard Referencing and Citation Guide
- On/Off Campus access to EBSCO Business Source Premier and Emerald (Journals)
- Handout on Turnitin
- Handout of Unfair Practice ( Unfair Practice/Plagiarism should be avoided at all times)
- Academic Skills Information including Assignment Writing and Samples
- To access the *Online Resources of the University of Suffolk* – students should use the following login details:
  - Username: S123456 (The prefix of ‘S’ followed by your ID Number)
  - Password: Your Date of Birth - Format: If your date of birth is 1 January 1993 - input - 01 Jan 93
- Go to: <https://www.uos.ac.uk> – Click on MySuffolk – Then on Library and Learning Services



## **High standard of behaviour**

- Be civil and polite
- Treat people with respect
- Use appropriate language
- Do NOT be rude
- Do NOT raise your voice
- Extend courtesy in your written communications

We are here to help you... we are not your enemies!

# Assessments

- Vivas are conducted to establish academic integrity and originality
- Students are expected to present their work and respond to questions
- Lack of responses can result in a negative result
- Excuses will not be entertained



## A gentle reminder

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- Be punctual
- Attend all sessions
- High standard of behaviour



don't  
forget

# Next Speaker



**Mr. Kyle Brooks**



**Programme Administrator**



# MySuffolk

All information is available on MySuffolk:

Policies and Procedures

Financial Support – Bursaries and Financial Support Fund

Academic Appeal Forms

IT Services – Setting up password rest



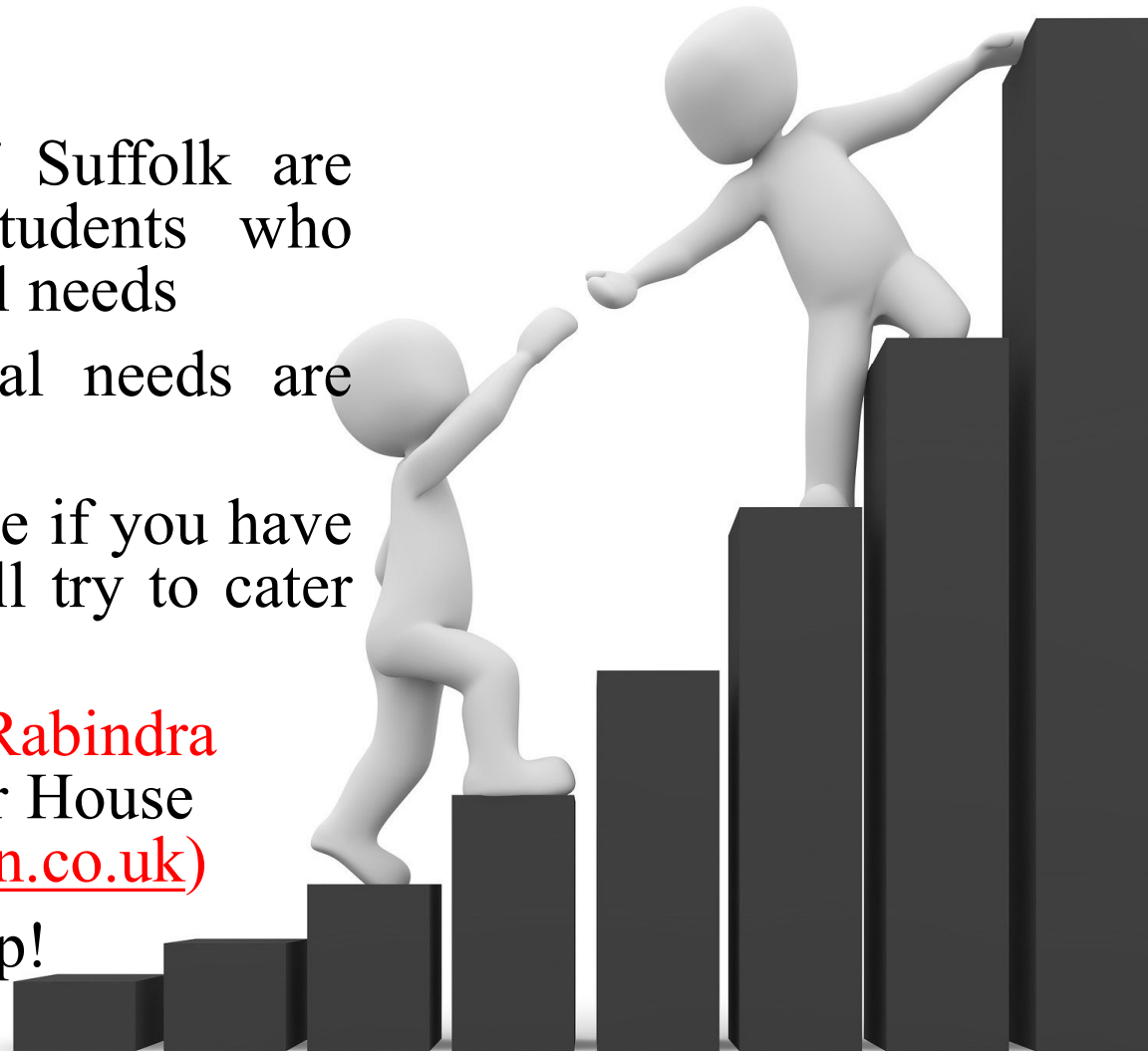
# OASIS

OASIS is the UoS Applicant Area this is where students:

- **Enroll**
- **Apply for Bursary**
- **Apply for Extenuating Circumstances**
- **Self Withdraw**
- **Check and confirm receipt of ratified results**
- **Update Personal Details**

## *Helping us to help you*

- LSC and the University of Suffolk are committed to supporting students who have any disabilities or special needs
- Not all disabilities or special needs are visible
- Please inform us in confidence if you have any special needs and we will try to cater for your needs
- Student Welfare Officer: **Mr. Rabindra Shrestha** in Room 32, Chaucer House ([Rabindra.Shrestha@lsclondon.co.uk](mailto:Rabindra.Shrestha@lsclondon.co.uk))
- If we don't know we can't help!



**Opening times –  
9.30AM to 8.00PM**



# Important contact details

- Issues associated with **ASSESSMENTS** should be addressed to: [exams@lsclondon.co.uk](mailto:exams@lsclondon.co.uk)
- **ATTENDANCE QUERIES** should be sent to: [attendance@lsclondon.co.uk](mailto:attendance@lsclondon.co.uk)
- The email for **FINANCE-RELATED** correspondence is: [student.finance@lsclondon.co.uk](mailto:student.finance@lsclondon.co.uk)
- **IT SUPPORT** questions should be directed towards: [itsupport@lsclondon.co.uk](mailto:itsupport@lsclondon.co.uk)
- All **REQUESTS FOR LETTERS AND TIMETABLE CHANGES** should to be sent to: [registry@lsclondon.co.uk](mailto:registry@lsclondon.co.uk)



**Portal Access:** Has been handed to you.

**Student Oyster Card:** Ensure you select London School of Commerce for your institution.

**Student ID Card:** You can come to the **Library or Registry, London Bridge Campus (CH), between 10 AM to 5 PM** to collect your ID card. Please ensure you remember to bring your photo ID.



# Very very important....

You **MUST** pass **ALL 6** modules to move on to the next year.....

If you do not pass all modules, you will be held back....





# Prevent Duty Overview

- LSC has a duty of care to its students and staff. As members of the School, we all share in this.
- An important aspect of this involves the provision of support to vulnerable individuals who may be at risk of radicalisation or being drawn into terrorism.
- The School now has a legal duty under the Counter-Terrorism and Security Act (CTSA) 2015 which places a specific responsibility on the School:
  - *in the exercise of [its] functions, to have “due regard to the need to prevent people from being drawn into terrorism”.* (CTSA, Section 26(i))
- This is known as the **Prevent duty** (previously the ‘Prevent Strategy’).

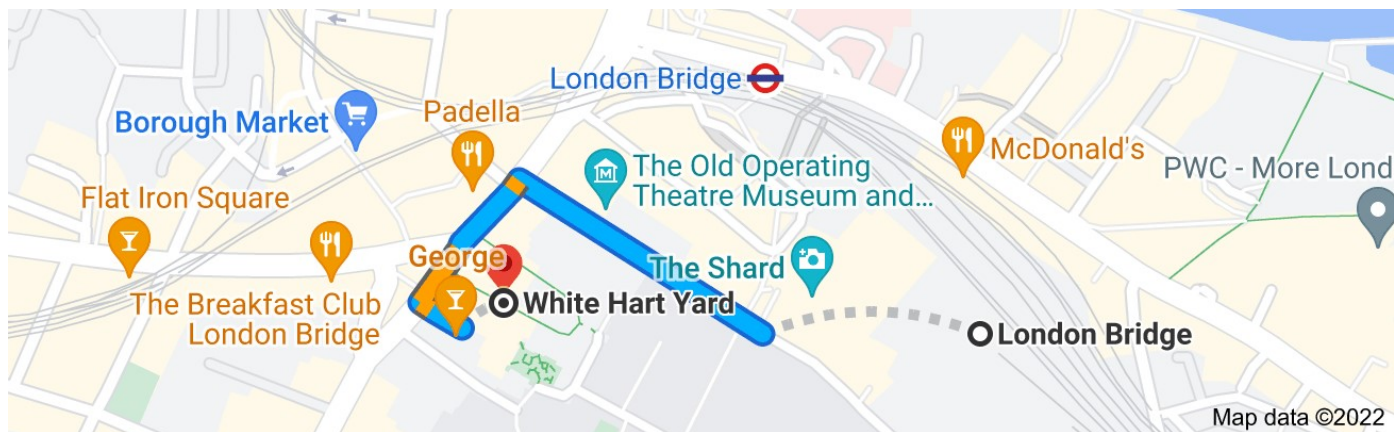


- There is no single route to becoming radicalised or drawn into terrorism, nor is there a common profile of those who become involved.
- Concerns may be valid if an individual displays possible Engagement with a radical group, cause or ideology, Intent to cause harm, and Capability to cause harm.
- If you are concerned about the welfare/behaviour of another student (or a member of staff), or believe that a student may be subject to radicalisation, you should contact the LSC Administration Office and they will direct you to the support available at the School.

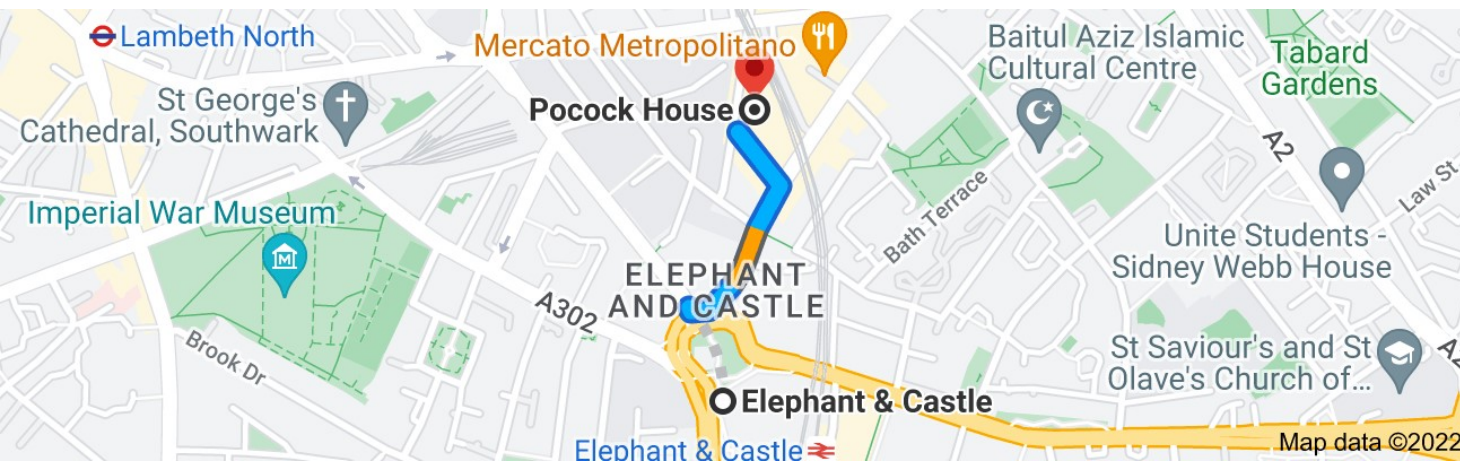
Lectures: Lectures will take place face to face on campus, **NOT ONLINE**.

**CH:** Chaucer House, White Hart Yard, London SE1 1NX (**London Bridge**)

**ATRM:** Auditorium in Chaucer House



**PH:** Pocock House, 235 Southwark Bridge Rd,  
London SE1 6NP (**Elephant and Castle**)





Student  
Voice

**YOUR VOICE  
MATTERS**

Your Opinion Matters

LSC welcomes your:

- Feedback
- Comments
- Suggestions
- Complaints

It all helps us to be  
the best we can be.

- Post Module Feedback
- Comments or Complaints
- Talk to your lecturer
- Talk to admin staff
- We prefer to keep it informal and solve the problem quickly
- If informal complaints do not resolve your issue you may present a formal complaint to LSC
- National Student Survey (in year 4)
  
- **Ask us:** [tellus@lsclondon.co.uk](mailto:tellus@lsclondon.co.uk)
- **Management issues:** [management@lsclondon.co.uk](mailto:management@lsclondon.co.uk)



# Next Speaker



**Ms. Ludmilla Yoshida**



**Finance Officer**

# Student Finance Queries

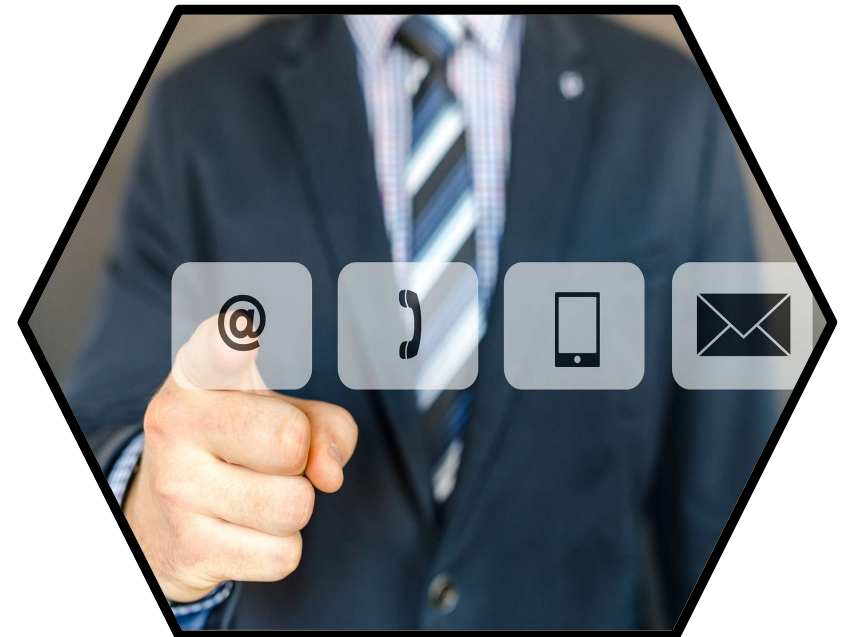
## LSC SFE Helplines



**Email:** [student.finance@lsclondon.co.uk](mailto:student.finance@lsclondon.co.uk)

**Student Finance Phone:** **0300 100 0607**

**LSC Advisors:** Chaucer House, 1<sup>st</sup> Floor, Room 20



**Tuition Fee = £9,250 -  
My Course - My  
Responsibility**

**Liability for interrupting and withdrawing students:  
It's your responsibility to make sure they are paid.**

**Liability Points – University of Suffolk:**



**LIABILITY POINT BASED ON  
DATE OF WITHDRAWAL**

**LIABILITY AS % OF  
FULL YEAR TUITION  
FEES**

**Liability Start Date from 05/02/24 to  
the end of Term 1**

25% of fee due

**From beginning of Term 2 to the end  
of Term 2**

50% of fee due

**From beginning of Term 3 and  
beyond**

100% of fee due

**Attendance Confirmation (or Withdrawal) to the SLC:**

**- From 2-3 WEEKS after the starting of the programme.**

# Withdrawals



It is the student's responsibility to formally notify LSC of their withdrawal at the point at which they leave the course. Any refund or outstanding fees due will be subject to University's Refund and Compensation Policy. Failure to inform LSC in a timely manner could result in the student incurring full fee responsibility for the course.

# Withdrawals

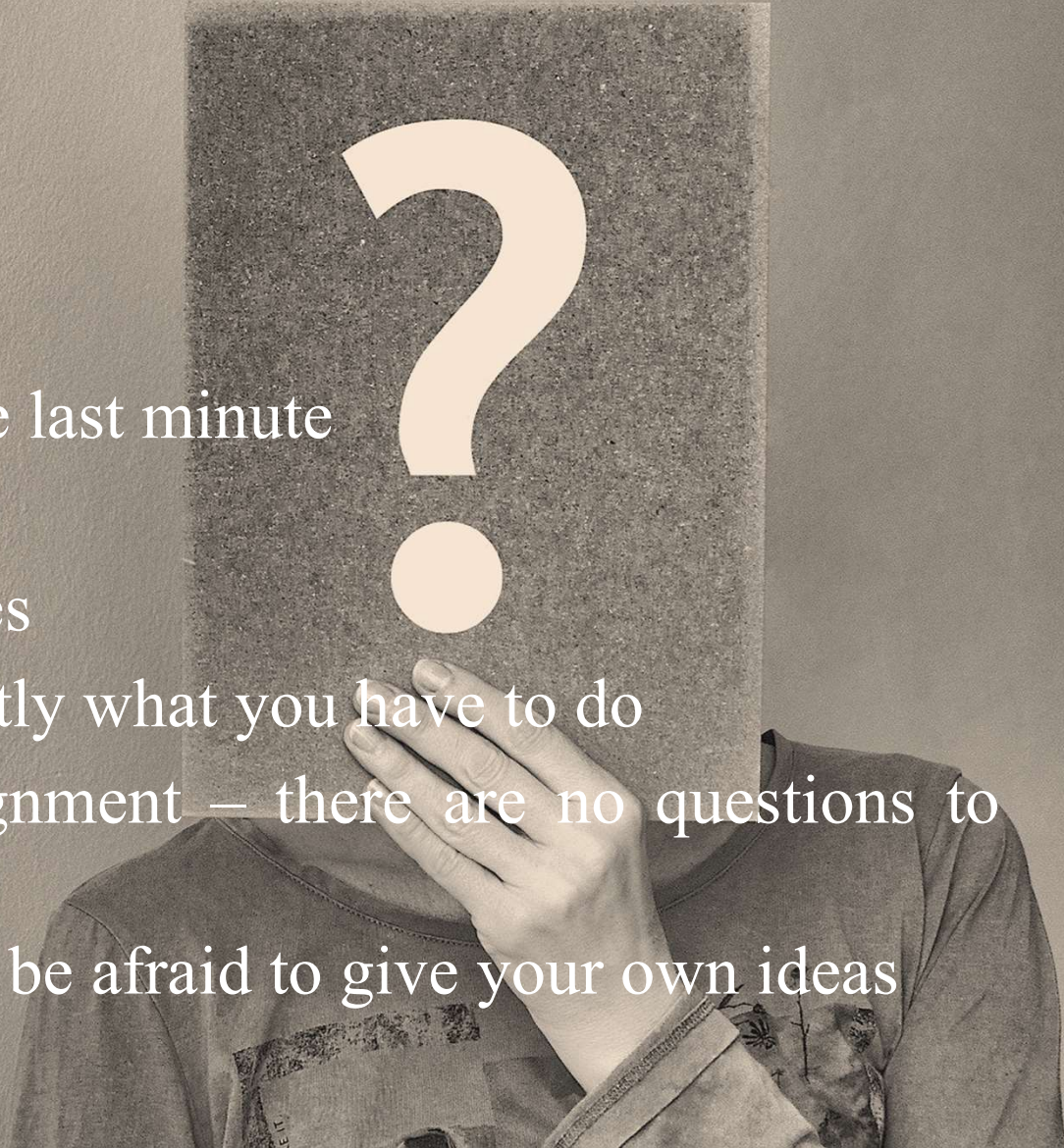
Students can self-withdraw from the course at any point and can be done via OASIS. If one withdraws tuition fees will still need to be paid according to the liability points set out in the Tuition Fee Policy, and an invoice will be sent.



Students can be withdrawn from the course due to poor attendance and/or for underachieving. If the University of Suffolk and LSC decide to withdraw a student from the course, notification will be sent. Student Finance England will also be notified and the student loan will be stopped. Any outstanding tuition fees are required to be paid.

# Summary Advice

- Attend - Hand in on time
- Don't leave assessment until the last minute
- Do not plagiarise
- Talk to your tutor and classmates
- Make sure you understand exactly what you have to do
- Do ALL the tasks in the assignment – there are no questions to choose from
- Enjoy the assignment and don't be afraid to give your own ideas





# Graduation Ceremony

THANK  
YOU



