



BUCKINGHAMSHIRE
NEW UNIVERSITY

EST. 1891



COURSE WELCOME PACK



BUCKINGHAMSHIRE
NEW UNIVERSITY
EST. 1891



Welcome to Buckinghamshire New University!

We are looking forward to you joining our **BA (Hons) Strategic Organisational Management (Distance-Learning Level 6 military top-up)** programme in April.

This welcome pack is for all students who will be working towards the following awards:

BA (Hons) Strategic Organisational Management with Aviation

BA (Hons) Strategic Organisational Management with Investigation

BA (Hons) Strategic Organisational Management with Intelligence Analysis

It applies whether you have opted to study full-time (one year) or part-time (two years).

In case you need a reminder or have missed anything, here are links to important information you will need before you join us:

[Enrolment](#)

[Digital and Technical Services](#)

[Bursaries and Scholarships](#)

[Disability and Inclusion Service](#)

[Bucks Students' Union](#)

[Our new student checklist can be found here.](#)

Looking for something in particular? Here are quick links to areas of this document:

[Welcome and Induction](#)

[About Your Course](#)

[Your Course Leader and Personal Tutor](#)

[Recommended Reading](#)

[Pre-Joining Preparation](#)

[Kit List](#)

YOUR WELCOME AND INDUCTION

We will host an online welcome day on Monday 13 April between 1000 - 1300hrs. Logon details will be made available to you in advance and you should make every effort to attend this session.

ABOUT YOUR COURSE

This unique course is designed specifically for the military community and is attended exclusively by military students, so we hope you will enjoy being part of a supportive and engaged group of like-minded individuals.

Each module leader may have a slightly different approach, but you should expect to access reading materials and other resources via our VLE for personal directed study each week. One evening a week per module you will attend a live online tutorial which will consolidate your learning and provide an opportunity for questions and in-depth discussion. It will be recorded to allow you to check back or access any sessions you may miss.

You will be assessed via a series of coursework submissions and authentic work-based projects; for most, you have significant choice over the subject material.



You will also be allocated a personal tutor who will check in on you at least once a term and will be your point of contact for any non-academic issues which may arise.

Whichever pathway you have selected, you will be following some modules as a whole course (core modules) and some pathway-specific modules. During the Induction Day, we will orientate you to your individual timetable, which is described in the programme pages on Blackboard Ultra.

On Blackboard Ultra, you will access material through two main channels: Organisations and Courses.

On Organisations you will access the following:

ORG-STRATORM SOM Programme Pages: central resource for all students; access induction day here.
ORG-ASPC256 Academic Skills Pre-Course 2025-26

On Courses, you will access each of your modules. The module/s you are taking in your first term should be visible to you when you first log on. Later modules may only become visible to you closer to their start date.

We do not expect you to have done any specific preparation work before you arrive, but we suggest you engage with the optional study-skills pack to help get you (back) into academic study.

YOUR COURSE LEADER AND PERSONAL TUTOR

Your course leader is Fiona Galbraith who can be contacted via fiona.galbraith@bnu.ac.uk.

Your personal tutor will be allocated according to your pathway:

For Intelligence Analysis and Investigations students your personal tutor is Nicolas Salvagiotti, who can be contacted via nicolas.salvagiotti@bnu.ac.uk

For Aviation pathway students your personal tutor is Dr Joel Weaver, who can be contacted via joel.weaver@bnu.ac.uk

YOUR RECOMMENDED READING

Details of your full reading list will be made available to you when your teaching starts. There is no need to buy books before you join as all your recommended reading will be available electronically through our [library](#). However, if you would like to do some preparation beforehand, we recommend listening to a few editions of at least one of the following podcasts:

- The Diary of a CEO
- Business Wars
- BBC World Service Business Daily



BUCKINGHAMSHIRE
NEW UNIVERSITY
EST. 1891



YOUR PRE-JOINING PREPARATION

You will be given access to an optional pre-study academic pack which you can access through our virtual learning environment (VLE), Blackboard Ultra. All materials are available for you to work through at your own pace, but there are sessions you may wish to join live if you are available. This will be of particular interest to those who are returning to academic study after a break of several years.

YOUR KIT LIST

All course material is accessed through Blackboard and you will therefore need a reliable computer or other device with Wi-Fi access. Please note that the MOD firewall can cause problems with accessing Blackboard.

You are also advised to prepare a dedicated study area for the duration of the course where you can not only work, but also store papers and reference material for easy access.

FOLLOW US!

Before you arrive to start your course at BNU, why not check out our social media feeds to see what we are doing. You can keep up with what is happening on LinkedIn [here](#) and [here](#).

LinkedIn: BNU Intelligence, Security and Resilience (CISR)

If you have any general questions before you start please contact welcome@bnu.ac.uk, or for course specific questions please get in touch with me via fiona.galbraith@bnu.ac.uk

We look forward to welcoming you soon!

Fiona Galbraith
Programme Leader, BA (Hons) Strategic Organisational Management courses

We will consider any request for accessible formats that may be required. Please send your request to welcome@bnu.ac.uk.

Programme Handbook
BA (Hons) Strategic Organisational
Management
(Military Top Up – Distance learning)



BUCKINGHAMSHIRE
NEW UNIVERSITY
EST. 1891

Contents

Welcome.....	2
Your Programme of Study.....	4
Your Programme Team.....	11
MyBNU	13
Academic Advice	14
Student Success and Support.....	15
Completing and Submitting Assessed Work.....	15
Academic Integrity and Confidentiality	16
Additional Programme Information	17
Introductory Reading List	19

This handbook applies to students studying towards the following awards:

BA (Hons) Strategic Organisational Management with Aviation

BA (Hons) Strategic Organisational Management with Investigation

BA (Hons) Strategic Organisational Management with Intelligence Analysis

(Level 6 Top Up)
Part time (2 years) and full time (1 year)

April 2026 entry

Welcome

We are looking forward to welcoming you to BNU! This handbook has been specially tailored to your individual programme of study. It includes information about your programme, its structure and the staff that you will meet and is intended to provide you with answers to many of the questions you may have about studying on your course. We want to ensure that you feel settled quickly onto your course and that you know who to contact should you need support or information.

Your programme is delivered entirely online but, in common with all students, if you wish to come onto campus and access the full suite of university and Students' Union resources you are welcome to do so. We have therefore included information about the campus as well as the online resources.

We hope that this Handbook provides useful information about how your course is organised and how you can get involved in formal roles to feedback about your experience or take on a role as a course representative. We want you to make the most of every learning opportunity that exists throughout your course and enjoy interacting with your peers and university staff.

As a member of the UK Armed Forces community, we respect your ability to effectively manage your time and your discipline in ordering your work. We also recognise that you may be subject to short notice commitments. We urge you to be up front with any challenges and to ensure you check in with your academic personal tutor once a term to ensure you have that relationship in place should a sudden change in your circumstances occur. Over 700 serving military personnel have graduated from BNU so we are confident you can too. But, if you feel it is getting difficult, please reach out early and we will support you to find the right solution for you.

Good luck and we really hope you enjoy your studies!



Fiona Galbraith
Programme Leader
UK Army veteran

Your Programme of Study

Programme Aims, Learning Outcomes and Structure

Programme Aims

This programme aims to:

1. Develop advanced analytical and critical skills applicable to organisational management and leadership roles.
2. Develop an in-depth understanding of leadership, management and operational issues current in specific sectors (per pathway) and the wider business environment and operating context.
2. Deepen existing professional expertise and develop the knowledge, skills and behaviours to apply professional leadership experience gained in the military context in other professional environments.
3. Enhance in-service promotion prospects and career mobility.

Programme Learning Outcomes

Knowledge and Understanding (K)

On successful completion of the programme you will be able to:

ID	Learning Outcome
K1	Develop appropriate approaches to management challenges in a familiar professional context
K2	Assess organisational change requirements prompted by internal and external factors and understand their implications
K3	Appraise effective business development planning and recognise challenges in implementation
K4	Critically evaluate and suggest strategies for the resolution of business leadership challenges.
K5	Choose appropriate and viable approaches to the development of internal and external stakeholder development.

Analysis and Criticality (C)

On successful completion of the programme you will be able to:

ID	Learning Outcome
C1	Demonstrate critical analysis of contemporary business challenges in a familiar professional context.
C2	Evaluate and solve complex business leadership problems in a familiar professional context.
C3	Examine the management causes differentiating effective and less effective organisations in a familiar professional context.
C4	Effectively research a strategic management challenge within the broad scope of professional experience.
C5	Present a business analysis within a familiar context.

Application and Practice (P)

On successful completion of the programme you will be able to:

ID	Learning Outcome
P1	Effectively implement strategic communications plans and processes to support business success and change programmes.
P2	Initiate and create processes and implementation teams to support business development.
P3	Devise and generate a simple change management strategy.
P4	Critically analysis an integrated and effective business team strategy in a familiar professional context.
P5	Make effective strategic organisational development decisions to deliver against an organisation's mission and objectives.

Transferable skills and other attributes (T)

On successful completion of the programme you will be able to:

ID	Learning Outcome
T1	Develop, deliver, improve and review the processes and functions required to build organisational effectiveness.
T2	Understand, develop, analyse and apply appropriate and adaptable management systems to support business development and related change programmes.
T3	Evaluate and balance competing components of business delivery in a familiar context.
T4	Apply effective problem-solving capabilities to enhance strategic business management.
T5	Develop the capability to solve problems using originality, insight and criticality and a reflexive approach.

Graduate Attributes

The BNU Graduate Attributes of: Knowledge and its application; Creativity; Social and ethical awareness and responsibility; and Leadership and self-development focus on the development of innovative leaders in professional and creative capacities, who are equipped to operate in the 21st Century labour market and make a positive impact as global citizens.

Programme Specification.

Your full programme specification is available to download on the public website at

BNU.ac.uk/SOM

How your programme is taught

We take great pride in offering a learner-centred course. The programme is designed to be progressive.

The university year is split into three equal terms, each of 10 weeks duration. On the full-time programme, you will generally study two modules each term; part-time students will take one module per term. In the first term, we expect you to bring enthusiasm and engage with the learning opportunities to help you adjust to degree-level study. At this level, you will quickly be expected to take responsibility for your own study programme.

From the start, you'll have the chance to focus on topics that interest you. We encourage you to combine your learning with developing your professional skills and confidence. One of the key features of this campus-based course is the regular seminars and group workshops where you will learn through doing and progressive practice.

Your tutors will encourage you to develop a study routine which works for you. This may mean collaborating with other students privately. You will be supported to study independently and be required to read around your subjects, research topics, look for relationships between different elements studied and solve problems.

We will endeavour to timetable your formal learning in a way which promotes efficiency and allows you to plan as we understand the pressures of studying alongside other commitments.

You will access pre-prepared resources, including recorded lectures and written reference material. You should allocate about 4 hours per week for each module to this directed personal study. You will also be encouraged to conduct further reading and wider research, accessing relevant publicly – available podcasts, MOD journals and literature as well as academic material. Each week you will be invited to participate in a live online seminar during which your module tutor will focus on key elements of the knowledge content, answer questions and lead the group in focussed exploration of the material. These will be timetabled in the early evening usually on Tuesday-Thursday and not before 1800hrs or concluding after 2100hrs; you will be informed of this timetable as soon as you enrol. Please note that different modules may be taught at different times and on different evenings so your commitments may change each term.

Throughout the duration of your studies, you will have access to a dedicated academic personal tutor. This tutor will oversee your studies and ensure that the resources are in place to deliver the programme effectively. Your tutor will support you if there are personal issues or if there are problems that your module tutors cannot resolve.

By leveraging our industry links, you will have access to practitioners and guest lecturers who will clue you in on contemporary issues of the day.

Virtual Learning Environment (Blackboard)

The University's 'virtual learning environment' (VLE) – Blackboard – is accessible via desktop, laptop and mobile device. Here you will get access to online programme

information and access to other online resources while at Bucks. You can also communicate and collaborate with your fellow students and programme tutors.

Blackboard is accessed directly via <https://my.bucks.ac.uk> regardless of whether you are on University premises or not. You will receive instructions for using Blackboard early in the programme so that you can access its full potential during the course of your studies.

Core Modules

All students will take the following core modules:

LAW6070 EXTENDED INDIVIDUAL WORK

Undertaking an independent project at university is a pivotal experience in which you are required to independently design, manage, and execute a substantial piece of work, demonstrating their ability to conduct in-depth research, analyse data, and present your findings effectively.

Assessment:

PR1: Presentation of Proposal and Q&A (15 mins & 15 mins)

CW1: Documented structured independent piece of work (8000 words)

ENG6037 STRATEGIC HUMAN RESOURCES MANAGEMENT

Strategic Human Resource Management (HRM) is evolving rapidly as business models adapt to macroeconomic and competitive pressures. The traditional concept of a job for life and the organisation's responsibility for employee development is shifting. Employees are seeking diverse working arrangements, and organisations are looking for a flexible workforce that can be scaled up or down quickly. This module will help learners understand these changes and the need for agility in HRM.

Assessment: CW1 Written Report (3000 words) 100% weighting

ENG6038 MANAGEMENT, STRATEGY AND LEADERSHIP

The aim of this module is to provide students with a comprehensive understanding of the key concepts, frameworks, and skills relevant to modern management and leadership. It explores the influence of culture, values, and ethics on organisational practices and examines various management and leadership styles. The module will also delve into essential management skills, techniques, and strategic planning processes to equip students with the knowledge to navigate the complexities of contemporary business environments.

This module encompasses a thorough examination of organisational culture, leadership styles, and the interplay between values, ethics, and business operations. Students will explore different leadership and management approaches, ranging from autocratic to democratic, and assess their implications for workplace culture and employee morale.

Assessment: CW1 Written Assignment (3000 words) 100% weighting

Pathway Modules (Aviation)

Students reading for BA (Hons) Strategic Organisational Management with Aviation will also study the following. These are co-taught with other programmes, so you will benefit from interaction with civilian students who may already be established in their career.

ENG6039 SUSTAINABILITY AND ETHICS IN AVIATION

This module critically examines the principles and practices of strategic sustainability management within the aviation industry. It explores the determinants necessary for effective sustainability policy, planning, and strategy in aviation organisations. The aim is to analyse the industry's movement towards sustainability through various initiatives and radical changes, and to identify the systems organisations can use to implement and evaluate their sustainability programs.

The module also explores Corporate Social Responsibility (CSR) and the expectations of ethical business practices across different aviation contexts. By understanding these elements, learners will gain insights into how aviation organisations can achieve sustainability goals while maintaining ethical standards.

Assessment:

CW1 Written assignment (1500 words) 30% weighting

PR1 Recorded presentation (continuous take, unedited) with 500 word executive summary (15mins + 500 words) 70% weighting;

ENG6040 AVIATION ANALYTICS

This module provides learners with an understanding of the strategic importance of data in aviation as a business tool to monitor performances, extract efficiency, serve clients better and outperform the competition.

Key financial and operational metrics will be identified and analysed to drive strategic business decisions. Learners will learn how it's possible to analyse large quantities of data and extract unique insights and intelligence.

This module will guide learners to develop essential analytical skills needed in the industry.

Assessment: CW1 Written assignment (3000 words) 100% weighting

Pathway Modules (Investigation)

Students reading for BA (Hons) Strategic Organisational Management with Investigation will also study the following. These are co-taught with other programmes, so you will benefit from interaction with civilian students who may already be established in their career.

LAW6074 CRIMINAL INVESTIGATION SYSTEMS

This module focuses on advancements in forensic science that significantly impact criminal investigations, exploring various investigational techniques and their sources and processes. Learners will develop their knowledge and understanding to a level that encourages critical questioning, discussion, and informed analysis, embodying the BNU graduate attributes of being enterprising, digitally literate, and socially responsible.

Learners will engage with diverse teaching and learning experiences that emphasise subject knowledge while developing key skills. For example, they may participate in simulated crime scene investigations to enhance their practical skills and critical thinking. Additionally, learners will use digital tools to analyse forensic data, promoting digital literacy, and engage in group discussions to foster social responsibility and effective communication.

Assessment:

CW1 Written assignment (3000 words) 100% weighting

LAW6075 CRIMINAL INVESTIGATION: SCOPE OF THE STATE

This module offers an in-depth analysis of the investigatory framework, examining the ethical and legal legitimacy of criminal investigations, the management of these investigations, and the role of the State. Learners will develop their knowledge and understanding to a level that encourages critical questioning, discussion, and informed analysis.

Learners will engage with a variety of teaching and learning experiences that emphasise subject knowledge while developing key skills. For example, they might analyse case studies to understand the complexities of criminal investigations. Additionally, learners will use digital tools to manage and analyse investigatory data, promoting digital literacy, and participate in debates on ethical issues to foster social responsibility and effective communication.

Assessment: CW1 Written assessment (3000 words) 100% weighting

Pathway Modules (Intelligence Analysis)

Students reading for BA (Hons) Strategic Organisational Management with Intelligence Analysis will also study the following. These are co-taught with other programmes, so you will benefit from interaction with civilian students who may already be established in their career.

LAW6071 STRATEGIC INTELLIGENCE

Understanding the dynamics of global politics and economics is a challenge faced by intelligence analysts at every level. By the end of this module, the learner will be confident in applying structured analytical techniques to strategic challenges whether in the commercial, public or inter-governmental scale.

Learners will examine contemporary international affairs focussing on their impact on global security and the global economy. Learners will gain confidence in researching, analysing and assessing complex strategic challenges, often at a global scale, and applying their findings to localised intelligence problems.

Learners should expect to contribute to active group activities in online seminars.

Assessment: PR1 A recorded videoed presentation of a strategic analytical challenge (recorded & unedited; 30 mins). 100% weighting

LAW6072 FACTORS IN COMMERCIAL INTELLIGENCE

Many organisations operate in high-risk environments worldwide, facing challenges such as geopolitical tensions, travel safety concerns, and industrial espionage. Commercial intelligence services play a crucial role in mitigating these risks by enhancing an organization's situational awareness and improving its foresight. Intelligence analysts in this field continuously monitor and analyse various intelligence sources to understand the threat landscape, anticipate risks, and provide proactive solutions.

The concept of "speaking truth to power" involves the courage to present uncomfortable facts to those in authority. In the realm of commercial intelligence, where the organisation and its leadership hold the power as clients, this creates an ethical dilemma. This module offers a comprehensive understanding of the contemporary commercial intelligence field and its significance in modern business environments. It emphasises the importance of increasing situational awareness, providing leadership, and effectively communicating complex intelligence findings. Learners will develop and practice specific work-related skills through group exercises, presentations, and analytical challenges, while also exploring potential conflicts of interest and techniques for resolving them.

Assessment: CW1 Client proposal (3000 words) 100% weighting

Planning your studies

BNU places great importance on attendance and punctuality and recognises the strong links between attendance and student success. You are expected to attend timetabled sessions, whether in-person or online, and should let your lecturer know if you are unable to attend or are going to be late.

You will require access to a wifi-enabled desktop or laptop computer. Please note that some students have reported that the MOD gateway restricts access to some content. You are therefore advised to seek a connection using Chrome which you can access from a non-MOD system. You will also have access to a wide range of e-books, journals and other materials from the library. This can all be accessed remotely via the VLE, so you can use our library online from your own PC, laptop or tablet.

Your Programme Team

Contact Details

Contact details for staff with key responsibility for your programme

Name	Role	Email
Fiona Galbraith	Programme Leader	Fiona.galbraith@bnu.ac.uk
Dr Joel Weaver	Academic Personal Tutor – Aviation students	Joel.weaver@bnu.ac.uk
Nicolas Salvagiotti	Academic Personal Tutor – Investigation and Intelligence Analysis students	Nicolas.salvagiotti@bnu.ac.uk

Programme Roles

The following are a set of roles that are found on programmes offered by the University. Depending on the nature of the inquiry you have, you may wish to contact the relevant individual. If you feel that issues have not been resolved at the levels mentioned below, you can also contact your Dean of College.

Academic Personal Tutor

You will be allocated an Academic Personal Tutor for each year of study. Should you be unclear about who your Personal Tutor is, please immediately seek guidance from your Programme Leader. Your Personal Tutor will monitor your progress on the programme and your level of achievement. Your tutor will support you to become an autonomous and creative learner and will help you to develop your employability, enterprise and leadership skills. They will be a first point of contact for you and can help you access the specialist support and other services provided by the University and the Students' Union.

Programme Leader

Your Programme Leader, also known as the Course Leader, is the person with overall responsibility for your course of study. You can bring to your Programme Leader any issues you may have with the running of your programme. Your Programme Leader will also coordinate formal and informal feedback opportunities during each academic year so that you have a say about improving your student experience.

Module Leader

Modules are individual parts of programmes. Your Module Leader will be the person directly responsible for co-ordinating the various parts of the module and normally setting assessment briefs. The Module Leader will normally be your first point of call for issues specifically relating to that module.

Administrative Support (Registry)

The Academic Registry will normally be your first port of call for questions about your enrolment and any regulations which relate to your programme. They can also advise you on your options should you have any queries about your course.

Academic Registry is located in The Student Hub on ground floor of East Wing at High Wycombe, where there is a Helpdesk for Student and Course Administration. At Uxbridge, Academic Registry staff can be found via the Helpdesk on Floor 2. Students studying at Aylesbury are welcome to visit either High Wycombe or Uxbridge.

You can find details about who to contact regarding your course if you have any administrative questions on the [Registry Help Desk page](#).

Student Wellbeing and Support

Your journey through University can be an amazing time of change in your life. Throughout your studies, it is important to care for your physical health as well as your mental health and wellbeing. There may also be times where you may feel that you need support to help you get the most out of your time here.

The [Student Success and Support](#) pages on the website provide information, support and guidance to help you manage any issues that might impact on your studies, as well as your general wellbeing, and provide links to a range of options and services to help you.

For any questions or concerns, your first point of contact should be our Student Wellbeing and Engagement Team at the Student Hub. Here you can ask about support at the University, understand more about your options for help, and even find out how to register with a local GP. You can contact the team on students@bnu.ac.uk.

Making the journey through higher education can be hard sometimes. So if you ever feel like you need a bit of extra support, we can offer professional therapy and help away from your day-to-day environment. It's all confidential, and completely free too. Please email the team to request an appointment on counselling@bnu.ac.uk.

The Inclusion, Diversity and Disability Team are here to help ensure that you get the most from your experience in an inclusive learning environment. We are happy to discuss individual needs at any stage of your application or during your studies. You can contact the team on inclusion@bnu.ac.uk.

The University also has free, 24/7 online support via TogetherAll. This includes peer support, information and resources, self-assessments and wellbeing courses. You can access the service by registering on www.togetherall.com using your Bucks student email address.

MyBNU

MyBNU is your student portal, making it easy for you to manage student life by giving you access to all University systems, information, and news in one place.

MyBNU is available as an App from the Android and Apple stores, or you can access it from a web browser at: <https://mybnu.bucks.ac.uk/>

Through MyBNU, you can:

- Check your timetable
- Self-register your attendance at all your teaching sessions (this is your responsibility; your Tutor will share a unique session code with you to enable you to register your presence. You can also view your attendance record)
- Access Blackboard
- Access BNU Connect to complete online enrolment/ re-enrolment and get your results
- View your assignment and personal task list
- Check and send emails
- Find campus maps and directions
- Access 'Academic Advice'
- Find library resources and check your library loans and fees
- Check your contact details (it is important that you inform us if your details need updating)
- Find the contact details and email academic staff
- Complete student surveys
- Access the website
- Find out about the Students' Union
- Get information about University services and facilities
- Get IT support or find out how to download apps and software
- Find links to make e-payments
- See the University social media feed
- Get up to date news feeds from sites of interest to you
- See campaigns informing and reminding you about e.g. enrolment, exams, results, graduation, NSS surveys etc.

Please note that important University announcements will be made through MyBNU so you must log in regularly. If you download the App, urgent notifications can be sent direct to your phone so you never miss a critical message.

Academic Advice

The [Academic Advice pages](#) on the website are maintained by the **Academic Registry** and contain detailed advice on the following areas (clicking on each subheading below will take you to the webpage):

- [Managing your studies](#) including: Terms and Conditions for Admission that you agreed to on enrolment to the course; how to enrol and re-enrol; credit accumulation (if you wish to transfer in credit achieved elsewhere); and other important information such as attendance requirements, placements and dates of terms
- [Course Structure and Regulations](#) including: types of learning and teaching approaches you may encounter during your studies; the academic regulations which govern your academic progression and achievement of your programme; and how you can submit feedback on your course or module (including how that feedback is used to improve provision)
- [Resolving Problems](#) outlining what you can do if you encounter problems with any aspect of your time at the University or with your fellow students, such as if you have a concern about how your course is being run, or if you have a problem with another area of the University, e.g. accommodation
- [Exceptional Circumstances](#) If you are experiencing difficulties, you should contact your [Registry Officer](#) as soon as possible. They can advise you on the most appropriate course of action, including Extensions, Mitigating Circumstances claim or Interrupting your studies
- [Student Conduct](#), which outlines our commitment to providing a University community which is valued by all, and the standards of conduct and behaviour that we expect of all students as members of our University community
- [Changing Direction](#), which outlines your options should you find that the course you have chosen is not for you, such as changing courses at Bucks, transferring to another institution, or leaving Higher Education altogether
- [Assessment and Examination](#) including: a guide to assessment as a whole and how to submit coursework, how exams work, how we promote assessment integrity (including guidance on referencing of source material); an overview of the marking, moderation and feedback processes; the options available to you should you experience exceptional circumstances which affect your ability to complete assessment (e.g. if you are ill, or unavoidably absent for an exam); and what may happen if you fail a particular assignment or module
- [Results](#): how your award is calculated and conferred, how you will receive your results and your options if you think that a mistake has been made in the calculation or awards process
- [Receiving your results](#): your final results for each Level/year of your programme will be available online through our [BNU Connect](#) student portal at the end of the Level/year after

they have been confirmed by a Board of Examiners. (Marks and feedback for individual pieces of assessment will be released on Blackboard during the year).

Student Success and Support

The [Student Success and Support pages](#) on the website contain links to a range of services and sources of support for your time at the University.

Through these pages you can also find links to our Health and Wellbeing services, including **Counselling** and the **Inclusion, Diversity & Disability Service**, the **Student Hub**, the **Student Learning and Achievement Hub** for advice on study skills, **Student Opportunities and Career Success**, **Library**, and the **Students' Union Advice Service**.

Completing and Submitting Assessed Work

The following information applies to all assessed work submitted as part of your engagement on this programme. Where different approaches are required, these will be outlined in the relevant assignment briefs.

Referencing

Please ensure that your work is referenced according to the Harvard style, as defined in *Cite Them Right Online* (<https://www.citethemrightonline.com/>).

Presenting your work

The presentation of your assignments should complement and support the communication of your ideas. Where assignments have specific presentational requirements, these will be outlined as part of the instructions in your assignment briefs. Otherwise, it is recommended that you adopt the following approach to the presentation of your work:

All work is to be submitted behind a BNU front cover (available in MS Word and Powerpoint).

Written work is to be presented in either Calibri or Arial fonts.

Font size is to be 11 or 12 point.

All written work is to be line spaced at 1.5.

Written work should be left justified.

Submitting your assignments

All written coursework assignments should be submitted electronically using the relevant submission point in the **Submit your work** section of your Blackboard module shells.

For individual or group presentations, you will normally be required to upload your presentation in advance of any member of the course presenting their work. This is to prevent unethical up-dating during a presentation session.

Academic Integrity and Confidentiality

The University expects all students to maintain the highest standards of academic integrity. This means that you must

- produce work that is the **result of your individual effort** unless the assessment explicitly requires a group submission of an individual piece of work, e.g. a group presentation.
- **clearly acknowledge the sources used in your work**, following the referencing system for your programme.
- ensure any of **Generative Artificial Intelligence that is permitted within an assessment is appropriately acknowledge or referenced** as per the guidelines on our [Artificial Intelligence Guidance](#) for Students pages.
- **not reuse for a new assessment any work or part of any work for which credit has already been granted**. In the rare case when this may be permissible the earlier work must be appropriately referenced following the system for your programme.
- include **accurate data and information obtained appropriately and ethically in your work**, and which represents your own endeavours, knowledge and understanding.
- adhere to and comply with all **applicable legal, professional, ethical and regulatory requirements**. This includes the University's regulations regarding conduct in examinations.

Academic misconduct is a breach of academic integrity. If your work does not clearly meet the expectations above, you may be accused of poor academic practice or academic misconduct. This can lead to your work being penalised for poor practice or being required to be resubmitted for cases of misconduct. In both cases this can impact on your degree classification

More information about the University's Academic Integrity policy can be found on our [Academic Integrity and Misconduct pages](#).

Academic Confidentiality, as an aspect of academic integrity, also applies to all subject areas and involves the protection of personal, technical and/or commercial information of a sensitive nature, irrespective of format. Information of a sensitive nature is that which should be protected from public access or unwarranted disclosure in order to maintain information security of an individual or organisation and cause no harm.

Some key principles to follow:

- **Use pseudonyms** (which should be identified as such) and/or generalised terms e.g., Service user X or Paramedic 1.

- **Remove any sensitive information** unless it is already in the public domain, you have consent, or are required to include it.
- **Avoid the inclusion** of documentation, either original or photocopied, that might reveal the identity of an individual or organisation in any submitted work.
- **Ensure that you are aware of and complete** as required Non-disclosure agreements (NDAs), Model Release Forms, Statements of Confidentiality or Declaration of Good Character/Suitability for your course of study.

More information about the University's Academic Confidentiality policy can be found on our [Academic Confidentiality pages](#).

Your course team will support for you so that you can ensure you maintain your academic standards, as can our Student Learning and Achievement Hub. The Student Learning and Achievement team run workshops and can also offer 1:1 tutorials to help you develop your evidence-based writing skills. They also provide a range of digital resources on their Blackboard organisation, such as video guides on referencing and information on how to access an online avoiding plagiarism course. For more information, contact studentachievement@bnu.ac.uk.

Additional Programme Information

Feedback on your programme

We welcome feedback from you on your programme, any areas of good practice and ideas for improvement; you will be given the opportunity to comment on your programme at various stages.

Programme Committees / Student Representation

Each subject area has a Programme Committee where you can review and discuss operation of your programme and receive updates on actions that have been undertaken.

Programme committees meet at least twice during the academic year and membership includes your Programme Leader, Module Tutors, and student representatives drawn from all levels of the programme, as well as a representative of the Students' Union. Records of programme committees are available to all students via the Programme Committee Organisation on Blackboard. Here you can also find the most recent external examiner's report for your programme, a Students' Union and NSS summary and other recent reports about your course.

The Student Representation System is managed by the Students' Union who run annual elections and provide training. Please contact the Students' Union on SUrepresentation@bnu.ac.uk for more information on how you can get involved.

Module Evaluation

For every module you undertake we will aim to give you the opportunity to provide feedback. We use an online system for module evaluations that allows us to collect information

anonymously. At the end of each module the evaluation will open up on your module page in Blackboard.

Questions will be based around those used for the National Student Survey (NSS) and will include sections on: Assessment and feedback, Academic support, Organisation and management, and Learning resources. Survey results will be reported back to you via your Programme Committee.

National Student Survey (NSS) / Other national surveys

You may be invited to take part in the [National Student Survey](#) (NSS). The NSS is launched annually in January and is your opportunity to give your opinions on what you liked about your time at Bucks as well as things that you felt could have been improved. Your feedback is used to compile year on year comparative data which is then made available to prospective students and their families via [DiscoverUni](#).

If you are an undergraduate but not eligible for the NSS, you will be able to take part in the UK Engagement Survey (UKES). This is the only major undergraduate survey in the UK that measures students' engagement with their studies.

Postgraduate students also have the opportunity to give feedback on their experiences via the Postgraduate Taught Experience Survey (PTES), which is run by the Higher Education Academy.

Your input is valuable in helping us enhance or continue the things that benefit you. We closely monitor these survey results to improve our provisions. Your comments can truly impact your educational experience. Let us know what you enjoy and what could be better.

Module-Level check-ins

As part of your academic journey, you will also have the opportunity to provide feedback to your lecturers through Module-Level check-ins for each module you undertake. These check-ins aim to gather module-level data that supports a continuous understanding of your learning experience. Your feedback on teaching, learning, and assessment, as well as the response from your educators, allows us to align our practices with your preferences and needs. We encourage you to actively participate in these check-ins to contribute to the ongoing improvement of our programmes.

Introductory Reading List

Course-related texts

Dundon, T. Redman, T. & Wilkinson, A. *Contemporary human resource management, 5th Ed.* 2016, FT Prentice Hall

Higgins, E. (2022) *We are Bellingcat: An intelligence agency for the people.* London, England: Bloomsbury Publishing PLC.

Marshall, T. (2016) *Prisoners of geography: Ten maps that explain everything about the world.* Scribner Book Company.

Simsek, Z., Heavey, C. and Fox, B.C. (eds.) (2024) *Handbook of research on strategic leadership in the fourth industrial revolution.* Cheltenham, England: Edward Elgar Publishing.

Whittington, R, Angwin, D, Regner, P, Johnson, G, Scholes, K & Koleva, P (ed.) 2019, *Exploring Strategy, Text and Cases.* vol. 12th, Pearson Education.

Study support texts and online resources

Cottrell, S. (2017) *Critical Thinking Skills: Developing Effective Analysis and Argument.* 3rd edn. London: Palgrave Macmillan

Cottrell, S. (2019) *The Study Skills Handbook,* 5th edn. London: Palgrave Macmillan

Cottrell, S. (2021) *Skills for Success: Personal Development and Employability.* 4th edn. London: Palgrave Macmillan



High Wycombe Campus

Queen Alexandra Road
High Wycombe
Buckinghamshire HP11 2JZ

Aylesbury Campus

Walton Street
Aylesbury
Buckinghamshire HP21 7QG

Uxbridge Campus

106 Oxford Road
Uxbridge
Middlesex UB8 1NA

**BNU based at
Pinewood Studios**

Pinewood Studios
Pinewood Road
Iver Heath
Buckinghamshire
SL0 0NH

Telephone: 0330 123 2023
Fax: 01494 524 392
International: +44 1494 605
259 Email: advice@bnu.ac.uk



[BuckinghamshireNewUniversity](https://www.facebook.com/BuckinghamshireNewUniversity)



[@_BNUNi](https://www.instagram.com/_BNUNi)



[_BNUNi](https://www.youtube.com/_BNUNi)