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MAGNA CARTA COLLEGE STUDENT HANDBOOK 2019

Table of Contents

About Magna Carta College (MCC).....	2
General Information.....	3
Mission Statement	4
Purpose of this Handbook	4
MCC distance learning team.....	5
Withdrawing from the course	6
Induction Programme	7
Starting your Programme	10
Learning Materials	10
Study Time:	12
How to Approach your Learning Material?	13
Learning and Study Support	16
Optional Two weeks Residency Programme.....	17
Assessment Procedure	17
Deadlines, Extensions, Deferrals and Mitigation.....	17
Complaints/Appeals	17
Student Feedback	18
Quality Management.....	18
Programme and Course Specifications.....	19
Useful Websites.....	20
Career Development Links.....	21



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FOREWARD

It is with pleasure that I welcome you to the Magna Carta College (MCC) programmes.

We offer you the opportunity of reaching your full potential while studying at your own pace. The programme you have signed up to is not only exciting but also challenging as it enables you to develop your knowledge and understanding of the world of business and management.

We are here to support you on this exciting journey you have embarked on. Please let me assure you that at no point are you alone in your quest of learning and self development. Magna Carta College (MCC) takes its obligation to its students very seriously. Our aim is to help you succeed and to achieve your goals.

Though you are expected to invest time and effort into your studies, you should take this opportunity to make your learning experience enjoyable and fun. Here is your chance to meet new people and make friends across the globe. If you can, do avail the opportunity to spend two weeks in Oxford in our two weeks residence programme which will give you the opportunity to experience the British culture and learning environment.

This handbook is designed to assist you in getting the most of your programme and I advise you to familiarize yourself with its contents and to consult it as particular issues arise in the future. Most of the questions you might have about the programme process and procedure will be hopefully answered through this handbook.

The completion of this programme will provide you with a firm foundation for a successful career in management. I wish you all the best and hope that you will find this experience productive and rewarding.

Good Luck!

Ejaz Chowdary

Director Operations (MCC)

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Web: www.magnacartacollege.ac.uk



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GENERAL INFORMATION

About Magna Carta College (MCC)

Magna Carta College (MCC) was founded by Professor David Faulkner (formerly Fellow of Christ Church, Oxford and Professor of Strategy and Director of the MBA at Royal Holloway University of London), and a group of senior academic colleagues.

Magna Carta College's competitive strengths reside in a number of characteristics that are often absent in contemporary British business schools:

- “Bringing together the best faculty”. The faculty is a team of experts drawn from a range of institutions. We are putting the best together and will expand the faculty network as the College develops.
- “Personal interaction”: the availability to students of personal interaction with faculty members.
- Offering an "Oxford experience", both in environment and teaching philosophy, so as to take the learning experience well beyond the textbook level. The distance learning environment supports a teaching philosophy that encourages learning through discourse both between students and faculty, and among students themselves. For example, the online courses are designed in such a way as to promote student discussion of relevant case studies and contemporary examples.
- A “professional culture”. Magna Carta College (MCC) is managed by academics and administrative staff that care about the students and their education.
- Strong “international links” with an orientation towards international business.

The above features enable MCC to focus the strengths of a professional network onto offering a personalized service to its students.

Mission Statement

“The College’s Mission is to deliver high quality, affordable education in international business, information systems and business law that is excellent both in knowledge content and student learning experience to both local as well as international cohorts of students, drawn from all over the world”

Purpose of this Handbook

The purpose of this Handbook is to introduce students to the structure and content of Magna Carta College programmes. It outlines key points about the online distance learning provision through Magna Carta College.



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In addition, we lay down the standards which Magna Carta College requires from students and set out the policies by which we operate.

You should read through the Handbook carefully as it contains important details about programme content and management and your responsibilities as a student. Your programme will be managed and administered by the MCC Distance Learning team. If you have any queries or concerns that are not covered in this Handbook, please contact student support for additional guidance and information

THE MCC DISTANCE LEARNING TEAM

The Magna Carta College Student Support team is here to provide you support throughout your learning experience. We will be in regular contact ensuring that you are progressing well with your studies.

You can contact us via email, telephone call or through the online forums on the MCC Moodle. If you would like to meet us in person you will find us in our Head Office in Oxford. Our aim is to respond to your queries within 24hrs during the week

Title	Name	Contact information
Dean	Professor David Faulkner	David.faulkner@magnacartacollege.ac.uk Tel: +44 (0) 01865987139
Director Operations	Ejaz Chowdary	ejaz.chowdary@magnacartacollege.ac.uk Tel: +44 (0) 01865986787
Registrar	Marta Dziezicka	support@magnacartacollege.ac.uk Tel: +44 (0) 01865986787
Online Personal Tutors	Contact details of your personal Tutors is available on Moodle	

(Withdrawing from the course)



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The College also strongly advises that any student considering withdrawing from their course or suspending study should contact Student Services to discuss other options before making a final decision to withdraw.

Student Services can be contacted on the following number:

Tel: +44 0 1865986787

Email: support@magnacartacollege.ac.uk

Withdrawal and Refund Policy

Leaving a course early does **not** remove the liability for the full year's tuition fees. Once you have enrolled, your entire fee is due. Please note any reduction of tuition fees is at the discretion of the Academic Registrar or their appointed nominee. It is extremely unlikely that a full waiver of fees will be agreed even for a student who leaves at the very beginning of the academic year.

Administrative Fees and Annual registration fees are non refundable, please refer to our website for more information on the admin and registration fee price

Cancellation procedure and timeline: Once cancellation or course withdrawal has been approved by the Registrar, student will receive an email confirming the same within 5 business days from the date of panel approval. Intimation on fee refund will notified through email to the students. This should take around 15 days for the cancellation process to complete from the date of withdrawal request made.

Late Fee: £50 late fee will be applicable each time you fail to make your instalments on time

Induction Programme

Once accepted on the programme, you will receive by email your username and password for MCC's Online Learning Environment – Moodle. You are encouraged to go into this VLE and update your personal profile on MCC online and get in touch with your fellow students and personal tutors via the forums.



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If you experience any difficulties accessing any of this information please contact the Student Support at: support@magnacartacollege.ac.uk

Before embarking on your programme of study you are required to complete a brief online Induction programme which contains all the information you will need to get you started. You will be able to access your induction course by logging onto MCC Online and going to the section, '**E-induction**'. You should aim to complete your Induction within the first two weeks of the commencement of your programme.

The aims of the E- induction are for you to:

- Get to know staff and fellow students.
- Gain a comprehensive understanding of all aspects of your programme of study
- Develop or further refine your learning and study skills
- Become acquainted with the Magna Carta College procedures and policies.
- Ask questions relating to any aspect of the learning experience.

The e-induction comprises of the following:

1. **Student Handbook**
2. **Assessment Handbook**
3. You are strongly advised to read the assessment handbook thoroughly before you start the programme. The assignment submission deadlines and assignment submission procedure is all explained. If you do not meet the deadlines the student support will contact you to try to resolve any problems and concerns.

NB: Exam dates are non-negotiable.

1. **Effective Learning Workbooks**

In this section you will work through workbooks designed to help you improve your study skills. They contain exercises, advice and information on key topics relevant for effective



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Study, including time management, effective note taking, reading and writing for assignments and dissertations. You can use them as a guide to help you to learn faster and more effectively.

To make the most of your learning experience, we recommend that you study these booklets before moving onto your first course.

4. Online Libraries

You have access to a number of recommended online libraries, in addition to the online library – www.google scholar.com and www.quickmba.com www.freelibrary.com In addition to the recommended core text books there is extensive online reading material available via these online libraries..

Study Skills

There is a dedicated section to show students **how to reference, avoid plagiarism, find theses and dissertations**, and it offers a list of available **study skills eBooks** from our eBook collection.

Other Websites

We recommend free websites to help students find additional information. Browse the business and management resources

MCC Online Library

By clicking on the MCC Online Library you will be provided with immediate access to:

- Regional Business News
- Business Source Elite



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Below each database you have the option of verifying which publications are included in the database and accessing further help with regards to performing optimum searches.

5. Guides

You will find detailed explanation of the key functions of the MCC Moodle and how to use them as well as guide to assignment submission via Turnitin during your e-Induction programme. The site will be updated regularly with new and relevant information as it becomes available.

It is imperative that you should read and become familiar with the programme and assessment requirements. Any queries or concerns should be forwarded to the student support team.

Starting your Programme

Each course has learning outcomes that are focused on the learning process. Your assignment questions are based on your course learning outcomes, so refer to them regularly as you work through your study material.

Learning Materials

You will access all of your learning material for the programme via the MCC online Moodle. The link is available on MCC's www.magnacartacollege.ac.uk. The courses are designed to facilitate your learning and to allow you to achieve the learning outcomes for each course. The material is interactive and contains practical activities, which have been designed to enable you to apply theoretical principles and frameworks.

Each course includes the following:

- Discussion forums
- Course outlines with aims and objectives
- Reading list
- News forums
- Assessment details and criteria



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A text book is recommended. Those of the more dedicated amongst you will buy all the recommended text books. All of you may not do so, but you must at least seek out the further readings to be found on the MCC online libraries. The more you read, the better your answers will be to the two assignments by which your performance will be assessed. Please do not download answers or part answers to the assignments from the web as this constitutes plagiarism and is easily detected.

Try to use your own personal and work situations when completing the activities and draw the best ideas and solutions from your own experiences. You are encouraged to discuss your ideas with your fellow students via the online forums; this will make learning much more stimulating and rewarding.

Core/Key text books

- A full list is available on Moodle and we do advise you to read as widely as possible.



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Study Time

Each course typically involves:

- Reading the online presentations and further reading
- Reading and reflecting on the core principles and concepts
- Adding to your knowledge and understanding by reading recommended text books as well as reading widely from the reading list.
- Applying your knowledge in your work place
- Attempting the self – assessment activities
- Completing your assignments by the given deadline

Successful completion of the module requires significant time management to ensure that all the course topics are covered in sufficient breadth and depth. You should develop a personal time table to ensure that you can meet the assignments deadlines and complete your programme on time.

You must check the number of hours of guided and other learning per course are required, (these differ according to the Level of study undertaken) and includes reading all materials available on Moodle, along with the assessment activities, in addition to reading widely around the topic. Remember that the time spent in the workplace can often be important learning time. You should try to apply the strategies and knowledge gained in your work environment and reflects on the outcomes.

Indicative Study Requirements

- Reading module material and core texts
- Self- assessed activities
- Self - managed study
- Work - based application and research
- Preparation and assignment writing



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How to Approach your Learning Material?

As an approach to studying on any of the distance learning programmes, you might adopt the following procedure:

1. Before reading any of the lectures, you could print out the slides to use as the basis for your note-taking, and you might also locate or print out any handouts or diagrammatic references indicated in the introductory notes for each lecture.
2. You may find some of the lecture materials on each course quite detailed, and it may be helpful to divide the lecture into two or three sections, and then to tackle each section individually.
3. Read the recommended chapters from the core text book to deepen your understanding of the subject covered in each lecture, making detailed notes to supplement your lecture notes.
4. Read corresponding chapters from another, contrasting, recommended textbook as you work through each subject on the course, taking notes in your own words as you go along, in order to broaden your learning.
5. Extend your reading by choosing one or two of the journal articles from the further reading list attached to the material for each lecture, again taking notes using your own words, in order to further extend your understanding of the subject and to relate it to case study examples where possible. Please note that the extensive reading list is there to help you in choosing the reading materials and you are not expected to read each and every book or article mentioned
6. Complete the self - assessment activities and check your answers to see you are on track.
7. Go through the revision session as it will help you revise the key points and concepts.
8. Attempt the assignment question and make sure you check for plagiarism levels through Turnitin before final submission.



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NB: Remember the MCC distance learning team is always here to support you at every stage of the programme.

Self - Managed Learning

Although the lectures, study guides and core texts provide you with a focus for each course, you are expected to take responsibility for developing your own learning and discovering more around the subject areas. You should particularly consider how the theories and concepts relate to your own organization or country.

Use the online libraries, management publications, work place resources and internet to read and research around different topics and to analyze the theory and practice of business management. The extensive reading list is there as a guide to identify relevant and useful literature. You should join the online forums to chat to your tutors as well as your fellow students to get a global perspective. In order to get most out of the programme and to achieve a distinction in your work, you must demonstrate that you are studying at a higher level where wider reading, research and analysis is of utmost importance.

You are required to provide a reference list, and if appropriate, a bibliography at the end of all assignments and dissertation. Keep a careful note of any references or websites so that you can refer back to them and include them in your final submission. Also keep a diary or make notes with references as you read.

Learning and Study Support

a. Course leaders

The programme is has been developed and is supported by a team of renowned academic specialist based in UK. These academics have additional duties as assessors as they set and at times mark the student's work.

They will also occasionally hold online seminars or lectures on a current topic. So keep checking your MCC emails and online Moodle for updates.

b. Online Personal Tutors



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On registration you will be allocated an online personal tutor. Your online personal tutors will help you by facilitating your academic progress and to this end they will set tasks and activities in the appropriate discussion areas of the MCC online Moodle.

The primary means of support will be delivered on-line via MCC online Moodle. Where appropriate, tutors will also be able to give you support by other means, e.g. by Email, telephone call or Skype.

Tutors may make announcements or add notes to relevant sections or they may even use it to engage with you in discussion forums

The tutorial process is viewed as an essential aspect of development and support for students. It is informally based and designed to encourage two-way communication, either peer-to-peer or student-to-tutor.

As such it includes the following:

- The channeling and dissemination of information
- The facilitation of discussion between peers on the programme
- The giving and receiving of formative, as well as summative assessment feedback
- Discussion regarding candidate personal development needs
- Counseling, where appropriate.

c. Student Support team

Your course tutors will provide you with academic advice and guidance and answer your questions of an academic nature. For all other queries you are encouraged to contact the student support team. You can contact via:

- Online forums
- [E-mail: support@magnacartacollege.ac.uk](mailto:support@magnacartacollege.ac.uk)
- Telephone: ++44 01865986787

d. Help desk/IT Support



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On registering with Magna Carta College you will be provided with an email address and a user name/password for Moodle – Magna Carta Colleges state of the art online learning environment. Should you have any problems accessing either your emails or logging onto to Moodle please contact: ITsupport@magnacartacollege.ac.uk

Optional Two weeks Residency Programme

An optional two weeks residential session is offered once a year which gives students a unique opportunity to enjoy the experience of academic life in Oxford. Recreational/educational trips, social activities and teaching are arranged during the two week programme. This programme is offered in the summer at an additional charge.

Assessment Procedure

The assessment procedure handbook consists of the College Rules/Regulations for programme assessment and submission procedures. It is important that you go through it as it outlines the college policy relating to the different elements of assessment that a student has to complete for the fulfillment of requirements for the undertaken course.

NB: Please note that extension cannot be granted for any 24-hour online examination

At the discretion of the Dean and subject to appropriate evidence, an extension to the assessment deadline may be granted, normally not exceeding 2 weeks, or a deferral. In the event of a deferral being granted, you will be required to elect to take the assessment at the next available assessment date. Details of the assessment submission dates are available in the Assessment procedure Handbook.

Failure to meet deadlines (or extension deadlines) will result in a grade penalty or in your work being awarded a mark of zero. You will also be liable to complete a new assessment. It will not be appropriate for you to submit your original assessment. It is your responsibility to ensure that you submit the correct assessment for your chosen assessment period. Incorrect submissions will be awarded a mark of zero.

Complaints/Appeal



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Magna Carta College is committed to providing the highest quality of education possible within the limits imposed by the resources available, to ensure that you benefit from the Academic, *Social and Cultural Experience*. Where candidates feel that their legitimate expectations are not being met, whether it is an academic or non-academic matter, they have the right of access to the Complaints Procedure and Academic Appeals Policy contained in the assessment handbook in e-induction section although it is hoped that most complaints can be settled at a local level through their personal tutor and the Distance Learning Team.

Student Feedback

Magna Carta College regards your feedback as an important element in the cycle of programme improvement and development. As part of the quality assurance processes, you will be asked to complete an online feedback questionnaire at the end of each course. Your suggestions and feedback is greatly valued and will be used for programme development for future students.

If you wish to provide feedback outside the formal processes, you are welcome to contact the Dean at any time.

NB: All information is dealt with in strictest confidence and anonymity is maintained.

If you are interested in becoming a student representative please

email: ejaz.chowdary@magnacartacollege.ac.uk for further details.

Quality Management

Magna Carta College has a quality management system to ensure that all policies and procedures are delivered and maintained to a high standard. An annual review of the programme structure, Deadlines, Extensions, Deferrals and Mitigation

Submission dates for assignments are available in the "assessment procedure handbook". If you are unable to meet a coursework, examination, deadline after you have submitted the Intent to submit form, you may apply for an extension.

Extensions to deadlines will only be granted to candidates who apply *in writing, email*, with a legitimate reason for being unable to produce their work on time. Your first point of contact,



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should you find yourself in a position where you may need an extension, is your Student Support Team. Extensions must be requested in advance of the assessment deadline.

Learning materials is conducted with the course leaders and personal tutors. Any feedback provided by you is taken into account at this review

Programme and Course Specifications

The College subscribes to the philosophy that the education of managers is best achieved through experiential, student-centered learning.

An important part of experiential learning is the opportunity to exchange ideas and information with one's peers for mutual intellectual stimulation. While this is bound to occur on a formal and informal level both either through formal discussion set up by tutors or through informal chat forums, we believe that we can enhance students' learning experience by strategically structuring study and discussion groups. Thus, the Student follows a learning sequence that starts with individual preparation, self-assessment, and online discussions and concludes with reflection, synthesis and internalization.

Faculty members are encouraged to assign work that complements the learning sequence. Each course is designed to promote the acquisition of the specific skills and knowledge that are essential to succeeding in business.

If you have chosen the Level 4 HNC in Business, you will need to achieve 120 credits to complete the course. Each Unit is 15 credits. There are four mandatory units and you can then choose the remaining four specialist units. You may wish to consider pursuing a specific pathway, be it Law or Management, and should decide this before you complete the mandatory units, in order that the College can ensure you have the best possible information and support.

If you have chosen the Level 5 HND in Business, you will need to achieve 240 credits to complete the course. Each Unit is 15 credits and there are eight mandatory units, with the remaining units available from the list of specialist units.

Useful Websites

Learning Resource

<http://bookshop.blackwell.co.uk/jsp/welcome.jsp>

<http://www.pearsoned.co.uk/>

<http://www.amazon.co.uk/books-used-books->

[textbooks/b?ie=UTF8&node=266239](http://www.amazon.co.uk/books-used-books-textbooks/b?ie=UTF8&node=266239) <http://netlibrary.net/>

<http://www.ebscohost.com/ebooks>

<http://www.alibris.co.uk/> <http://openlearn.open.ac.uk/>

<http://www.vtstutorials.ac.uk/>

[http://www.google.com/search?tbo=p&tbm=bks&q=subject:
%22Business+%26+Economics%22&tbs=bkv: p, vw:](http://www.google.com/search?tbo=p&tbm=bks&q=subject:%22Business+%26+Economics%22&tbs=bkv:p,vw:g&source=gbs_lp_bisac)

[g&source=gbs_lp_bisac](http://www.google.com/search?tbo=p&tbm=bks&q=subject:%22Business+%26+Economics%22&tbs=bkv:p,vw:g&source=gbs_lp_bisac)

[http://www.guardian.co.uk/business/series/the-business-
podcast](http://www.guardian.co.uk/business/series/the-business-podcast)

Career Development

<http://www.cipd.co.uk/>

<http://www.prince2.com/>

[http://www.job-interview-site.com/mba-career-opportunities-career-in-
mba-career-](http://www.job-interview-site.com/mba-career-opportunities-career-in-mba-career-)

[path.html](http://www.job-interview-site.com/mba-career-opportunities-career-in-mba-career-path.html)[http://www.independent.co.uk/student/postgraduate/mbas-
guide/how-to-land-your-first-job-after-graduating-2297675.html](http://www.independent.co.uk/student/postgraduate/mbas-guide/how-to-land-your-first-job-after-graduating-2297675.html)