
Executive Master of Business Administration (EMBA)

Course Handbook 2019



EMBA J19



Foreword

1.1. Statement of Coverage

This handbook applies to students starting the Executive MBA in Hilary term 2019. The information in this handbook may be different for students starting in other years.

This handbook contains information specific to your programme. Your primary source of information during the progress of the programme will be Canvas.

1.2. Version

Version		
Version 1.0.0	18 January 2019	

1.3. Disclaimer

The Examination Regulations relating to this programme are available at the following website:

[Executive-Master-of-Business-Administration-\(Part-time\)](#)

If there is a conflict between information in this handbook and the Examination Regulations, then you should follow the Examination Regulations. If you have any concerns, please contact EMBA-J19exams@sbs.ox.ac.uk.

The information in this handbook is accurate as at January 2019, however it may be necessary for changes to be made in certain circumstances, as explained at www.graduate.ox.ac.uk/coursechanges. If such changes are made the department will publish a new version of this handbook together with a list of the changes and students will be informed.

The [University Student Handbook](#) – known for many years as the Proctors' and Assessor's Memorandum forms part of your contract with the University.

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1.5. Welcome



ON BEHALF OF EVERYONE at the Saïd Business School, I would like to welcome you to Oxford for the start of what I am sure will be an exciting, stimulating and, at times, exhausting programme. You will be covering a wide range of topics which will introduce you to a huge variety of new ideas, techniques and skills. Your programme will combine academic rigour with business relevance. The programme will demand a lot of you academically, and you should expect to have to work very hard. The key to success on this course is hard work combined with effective time management. The class is a highly talented group, with a wide variety of skills, and you can learn immense amounts from each other. Oxford

Saïd encourages a culture of cooperation and support - in the classroom, in study groups and in project teams: the responsibility for learning at Oxford Saïd is shared by both faculty and students.

We realise that arriving on a new course, for many of you in a new country, at an ancient, wonderful and idiosyncratic university may create huge challenges for you. Not only are you part of the Saïd Business School, but you are fully integrated in the wider community of the University of Oxford, and we expect you to make the most of this opportunity. You are also encouraged to use the School's communal facilities outside of the scheduled modules, where possible.

You may well suffer information overload in the first few days, and we want to do everything we can to help you. You will be provided with an online course handbook, which is designed to give you all the essential information you need to ensure you are at the right place at the right time to do the right things. There will also be a range of induction sessions in the first few days, which are designed to introduce you to the people who will play an important role in your experience. There are bound to be things that we do not cover, or you need further advice on, and our advice to you is simple: ask us! You will find the administrative team in the Programme Services Office on the ground floor of the West Wing near the back of the building. But throughout Oxford Saïd - in the library, the administration and the faculty - we want to help and expect you to have questions.

This Student Handbook provides essential information about your programme and the Saïd Business School. Please read through this carefully and let us know if you have any questions.

We all look forward to meeting you and getting to know you during the programme. We want you to make your mark on the course and contribute wherever you can. We want you to take advantage of the huge range of opportunities that exist at Oxford. Above all we want you to have one of the best, and most transformational, experiences of your life.

Kathy Harvey

Associate Dean, MBA and Executive Degrees



The Post Graduate **Executive Master of Business Administration** Course Handbook provides definitive information about your studies and life at Saïd Business School (Oxford Saïd). You will find here the key dates for your diary, regulatory requirements for examinations, guide to student conduct, information about our facilities, key contacts at the School and University and other information useful to completion of the Executive Master of Business Administration, hereinafter referred to as the “**Executive- MBA**” or “**EMBA**”. We welcome the opportunity to discuss with you any of the information presented here.

Further information can be found on the Oxford Saïd Website: <http://www.sbs.ox.ac.uk/> and the University of Oxford Website: www.ox.ac.uk.

Examinations Regulations

Specific regulations regarding the EMBA course are available through Canvas:

<https://canvas.sbs.ox.ac.uk/courses/198/pages/examination-conventions-and-examination-regulations>

Examination conventions

Specific conventions regarding the EMBA course are available through Canvas:

<https://canvas.sbs.ox.ac.uk/courses/198/pages/examination-conventions-and-examination-regulations>

Oxford Students website

www.ox.ac.uk/students

College Handbooks

College handbooks are available from the college websites

Canvas

Canvas is an online learning platform that serves to highlight course information, reading lists, timetables and the handbook itself. You can access your relevant Canvas site here: [EMBA J19](#).

This site will provide you access to pre-arrival materials and to the syllabus information and materials throughout the year. Your Programme Manager will provide more information on how to access this site when you start the course.

1.6. Useful Department Contacts

For detailed information about the members of staff referred to below, please see the relevant sections of the handbook.

EMBA Faculty

A list of faculty located at Saïd Business School can be found [here](#). Each module is taught by a leading academic in the relevant field. Teaching staff is subject to change.

Programme Team

The programme team is your first point of contact for student administrative queries not related to summative assessment (e.g. formative assignments, pre-reading, suspending studies). They act as a liaison between students and faculty and are responsible for ensuring the smooth running of the non-academic aspects of the programme. You can email them at: EMBA-J19team@sbs.ox.ac.uk.

Your main point of contact throughout your programme will be:



Bryony Murdoch, Senior Programme Manager

Bryony is responsible for overseeing the administration and delivery of the EMBA programme. Please contact Bryony on 01865 688715 or by email at EMBA-J19team@sbs.ox.ac.uk.

The EMBA Programmes and Examinations team also includes the following members of staff:



Kathy Harvey, Associate Dean – Kathy also oversees the portfolio of executive qualifications at the School, including five masters-level postgraduate diplomas and a specialist MSc in Major Programme Management. Kathy can be contacted by email at Kathy.Harvey@sbs.ox.ac.uk.

Jayne Finn, Head of Executive Degrees



Jayne heads up the Executive Degrees Programme and Examination teams managing four EMBA cohorts, the Masters in Major Programme Management and five postgraduate Diplomas in Strategy and Innovation, Financial Strategy, Organisational Leadership and Global Business. Jayne also completed an EMBA while working full-time and so, fully understands the challenges of juggling study, family and work! Please contact Jayne on 01865 (2)14588 or by email at: Jayne.Finn@sbs.ox.ac.uk.

Bettina Kosiel, Programme Director

Bettina is the Programme Director for Executive Degrees.

Krisztina Cseko, Executive Degree Programme Manager

Krisztina is responsible for the day-to-day administration of the EMBA programme. Please contact Krisztina on **01865 614587** or by email at: EMBA-J19team@sbs.ox.ac.uk.



Nicola Hartwell, Executive Degree Programme Manager

Nicola is responsible for the day-to-day administration of the EMBA programme. Please contact Nicola on **01865 610071** or by email at: EMBA-J19team@sbs.ox.ac.uk



Cristina Sanchez, Executive Degree Programme Manager

Cristina is responsible for the day-to-day administration of the EMBA programme. Please contact Cristina on **01865 678825** or by email at: EMBA-J19team@sbs.ox.ac.uk

Examinations Team

The Examinations Team are the main point of contact for assessment related queries and act as an intermediary between students and the examiners. They are responsible for the administrative process relating to summative assignments and projects; releasing marks to students, and providing transcripts: EMBA-J19exams@sbs.ox.ac.uk

Carly Ridyard, Senior Assessment Manager

Carly is responsible for overseeing the administration of the EMBA programme assessments and examinations. Please contact Carly on 01865 688715 or by email at EMBA-J19exams@sbs.ox.ac.uk.



Debbie Rhodes, Examinations Administrator

Debbie is responsible for the administration of all EMBA assessments and examinations. For any related questions, please contact Debbie on **01865 278817** or by email at: EMBA-J19exams@sbs.ox.ac.uk

Ruth Porter, Examinations Administrator

Ruth is responsible for the administration of all EMBA assessments and examinations. For any related questions, please contact Ruth on **01865 614488** or by email at: EMBA-J19exams@sbs.ox.ac.uk

Project Administration

David Pearce and Fraser Boyd are responsible for the administration of the Global Opportunities and Threats: Oxford (GOTO) and Entrepreneurship Projects (EP). This includes carrying out all tasks and projects necessary for the day-to-day delivery of GOTO and EP courses, including coordination of all GOTO-related activities within the School and the wider University. If you would like to contact David or Fraser, please email projects.office@sbs.ox.ac.uk.

Student Welfare

Student Welfare is provided within the Student & Programme Services (SPS) unit at the Business School. For urgent enquiries, contact welfare@sbs.ox.ac.uk or the programme administration team EMBA-J19team@sbs.ox.ac.uk



Students Representatives

At the beginning of the course, students elect two student representatives to act on behalf of the class who are invited to raise issues or put forward proposals to the course committee. For details on the role of the rep, please read the detailed guidance which can be found on the [EMBA J19 Canvas Site](#).

Disability

Information about the school's disability equality scheme can be found [here](#).

Reception

The Reception Team consists of the Reception Manager and the daytime, evening and weekend receptionists. The Main Reception number is **01865 288800**, reception@sbs.ox.ac.uk.

The business school is open Monday through Friday from 7:30 – 12 midnight, and on Saturday and Sunday from 8:00- 12 midnight. **Please note:** everyone must be off the premises by 12 midnight prompt to allow the alarms to be set.

IT Support

The Saïd Business School IT Support Team are here to help you with any technical problems you may have. Report a problem to the IT Service Desk by calling 01865 288868 or emailing it@sbs.ox.ac.uk. You can also visit the Service Desk located behind the East Wing main reception, from 08:00 until 18:00, but the staff may be out on a call so we ensure that the Service Desk is staffed between: 10:15 - 10:45 and 12:15 - 13:15.

Library

The **Sainsbury Library** is Saïd Business School's own dedicated resource. Experienced library staff are available for advice and help on how to use advanced search tools to carry out research for course projects. Open Monday – Friday 7:30 - Midnight & Saturday – Sunday 8:00 - Midnight. The main reception number is 01865 288880.

Oxford email

You will receive an Oxford Saïd lifelong email address. This email address is used as the primary means of communication with students and all students are reminded that they must check this regularly.

1.7. Buildings/Locations/Maps/Access

Map

A map can be downloaded in [PDF format](#).

How to find us

Directions to the Park End Street building can be found [here](#).

Floor Plans for Park End Street can be found [here](#).

Accessibility

Please contact Martin Boyt for accessibility requirements: 01865 422704, HealthandSafety@sbs.ox.ac.uk



1.8. Important dates

At Oxford University, there are three academic terms: Michaelmas [MT], Hilary [HT] and Trinity [TT]. The official University term dates can be found here:

<http://www.ox.ac.uk/about/facts-and-figures/dates-of-term>

The Saïd Business School Executive-MBA Programmes are unique amongst the University's programmes in terms of their delivery model which spans three academic years and some modules will be delivered outside of term times. The EMBA Programme, starting in Hilary Term of the 2018-19 Academic Year, will be taught throughout 2019, and 2020 and will be completed in the 2019-20 Academic Year. This programme will be referred to as the EMBA-J19 cohort. The precise dates are found below.

Please see the following two lists showing the key dates for Modules and Assessment. Please note that these dates are correct at the date of publication on page 2 of this Handbook.

2. Course content & structure

2.1. Overview

The Oxford Executive MBA is a 21-month modular programme. Delivered in an efficient, modular structure, our programme allows you to apply learning and project work directly to your organisation, enhancing both corporate and individual capabilities for maximum short- and long- term impact.

The programme consists of one-week long modules and includes integrative projects which allow you to explore new ideas and develop your own thinking. Students who successfully complete this programme will be awarded a Master's Degree in Business and Management at FHEQ Level 7. The relevant Quality Assurance Agency benchmark statement can be found [here](#).

Awarding institution:	University of Oxford
Teaching institution:	University of Oxford
Programme accredited by:	AMBA, EQUIS
Final award:	Master of Business Administration
Programme title:	EMBA
UCAS code:	N/A
Relevant subject benchmark statement	Master's Degrees in Business and Management
Date of programme specification	June 2015

Modules:

The EMBA programme consists of 16 week-long modules of teaching, with an additional optional elective module in South Africa and Palo Alto. These modules are taught over a 21-month period.

Modules are divided into core modules, integrative modules and electives. More information regarding these are below.

Teaching Timetable:

The teaching timetable for EMBA J19 is outlined below.	Module
21-25 January 2019	Module 1 – Business Complexity and Decision Making
25 February-1 March 2019	Module 2 – Analytics & Leadership Fundamentals pt 1
1-5 April 2019	Module 3 (India) – Global Rules of the Game
13-17 May 2019	Module 4 – Firms and Markets pt1 & Leadership Fundamentals pt 2
24-28 June 2019	Module 5 – Strategy pt 1 & Firms and Markets pt 2
29 July-2 August 2019	Module 6 – Marketing pt 1, Strategy pt 2 & Technology and Operations Management pt 1
16-20 September 2019	Module 7 - Technology and Operations Management pt 2, Marketing pt 2, Accounting pt 1
28 October-1 November 2019	Module 8 – Accounting pt 2, Business Finance pt 1 & Governance and Ethics
2-6 December 2019	Module 9 – Business Finance pt 2
27 January-2 February 2020	Module 10 – Entrepreneurship Project & Electives
2-8 March 2020	Module 11 – Electives
23-27 March 2020	Module 11a (South Africa) - Elective
19-24 April 2020	Module 12 (China) – Business in Emerging Markets
8-14 June 2020	Module 13 – Electives
12-17 July 2020 (TBC)	Module 14 (Palo Alto & Oxford) - Elective
17-23 August 2020	Module 15 – Electives
14-18 September 2020	Module 16 – The Strategic Leader

Please note that some timetabled items may be subject to change. Final timetables will be released on Canvas before each module.

Programme Events

Welcome Ceremony & Dinner

You are required to attend a Welcome Ceremony and Dinner during your first module. The Welcome Ceremony will be held on **Thursday, 24 January 2019**.

You are required to wear full academic dress, including sub-fusc. More information can be found [here](#). Gowns, mortar boards and ties will be provided for you.

Please note, guests are not permitted to attend the Welcome Ceremony.

End of Course Ceremony & Dinner

On completion of all EMBA teaching, you are invited to the End of Course Ceremony and Dinner. The End of Course Ceremony and Dinner will be held on **Friday, 18 September 2020**.

You are required to wear full academic dress.

More information will be provided closer to the event.

2.2. Course Aims

The Saïd Business School's EMBA programme embodies our School strategy: a world-class business school community, embedded in a world-class university, tackling world-scale problems. The EMBA programme has four main elements that contribute to this strategy:

Core knowledge for business: In our courses and related training, we provide students with the highest quality preparation in core business skills.

Leadership focus: In our leadership development component, we offer EMBA students the opportunity to understand their leadership style, enhance their leadership skills and self-awareness through individualised career advice and executive coaching. They will be offered the opportunity to build on core business communication skills which they have developed in their careers to date, such as the ability to communicate and present effectively, interpersonal and team work skills, and appreciation for diversity, integrity and ethics.

Engagement with world-scale challenges in the business environment: One of the core themes of the Executive MBA is **understanding global complexity**. Through interdisciplinary and experiential learning, we will enhance students' abilities to address challenges facing businesses that come from the external environment, including the ability to understand and engage with a wide range of stakeholders.

Entrepreneurial thinking: Students will be offered the opportunity to explore different aspects of entrepreneurship, from social innovation to entrepreneurial finance, and will be able to develop ideas for innovation in their own companies, or for new ventures, through the entrepreneurship project which is central to the course. This is supported by interdisciplinary teaching, workshops and group work.

The distinct educational aims of the programme are as follows:

- To raise students' awareness of the multiple dimensions that characterise organisations, their management and the changing external environment in which they operate.
- To prepare students for, and help them to achieve or further develop, leadership roles in business and management, and to equip them to scale up or start new ventures.
- To enhance lifelong learning skills and personal development that will prepare students to contribute to society at large.
- To equip students to integrate a range of functional skills and specialisms.
- To bring together outstanding students from diverse backgrounds to discuss, debate and innovate to address the business challenges of today.
- To continuously develop new opportunities for learning in response to the advancement of management research and the changing needs of the global business community.

2.3. Intended Learning Outcomes

This section includes the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities

that are provided. More detailed information on the content and teaching, learning and assessment methods of each course will be found on the relevant page on [Canvas](#).

Programme outcomes

The EMBA will provide an analytical and integrated study of business and management, which will result in an understanding of organisations, how they are managed and the external environment within which they operate. The study of organisations should result in an understanding of their purpose, structure, operations, management and governance. Students should be equipped with a thorough understanding of the processes, procedures and practices for effective management of organisations. They should understand the important theories, models, frameworks of analysis and roles of management. Students studying the EMBA should also understand how organisations are influenced by the external environment, in particular the institutional framework within which they operate (including legal, political and ethical consideration), and the influence of economic, technological, and environmental factors on the strategy, behaviour and management of organisations.

Within this general framework, we will expect students to be able to show understanding of customers, markets, human resources, operations, innovation, entrepreneurship, information systems, finance, business ethics, business strategy and the economic and political environment.

The EMBA is a generalist degree, expecting all students to be able to integrate a range of functional skills. The programme is designed to be both intellectually challenging and practically relevant, equipping students with essential skills and allowing them to specialise and then pursue these specialisms through a variety of electives and business projects. The objective is to prepare students for fast-track careers.

Knowledge and understanding

Core Courses. Students will develop knowledge and understanding of a broad range of core management disciplines: Leadership Fundamentals, Analytics, Business Finance, Accounting, Marketing, Firms and Markets, Technology and Operations Management and Strategy.

2.4. Course structure/description

The part-time EMBA will involve students taking 8 core courses over 9 modules (year one) and 6 electives over the remaining 8 modules (year two). In addition, students will undertake the GOTO project and related tutorials over the first half of year one, an Entrepreneurial Project which they work on over the first year and submit at the beginning of year two, as well as a project after the international module (Business in Emerging Markets) during the second year. All of these courses will be conducted mainly by lectures, with some subjects offering workshops, tutorials or support classes. One integrative module, Global Rules of the Game, will be taught in year one, and the second, The Strategic Leader (incorporating Governance and Ethics), will be taught across both years.

Core components

- Analytics
- Leadership Fundamentals
- Global Rules of the Game
- Firms and Markets
- Accounting
- Strategy

-
- Business Finance
 - Marketing
 - Technology and Operations Management
 - Business in Emerging Markets
 - The Strategic Leader (incorporating Governance & Ethics)

The integrative project components of the programme are:

- Entrepreneurship Project
- Global Opportunities and Threats (GOTO) project

Electives

As part of the programme, students will have the opportunity to gain more in-depth knowledge and understanding of specialist areas. The elective courses vary each year. Students must take six elective credits. (Students will not be able to take more than six electives for credit). A maximum of two may be made up of shorter “half-electives.” A limited number of ‘half-electives’ will be offered, comprising half the credits of a regular course each. Electives offered to EMBA students for 2017/18 were:

Business History, Circular Economy, Corporate Turnaround & Business Transformation, Corporate Valuation, Digital & Social Media Strategy, Entrepreneurial Finance (Palo Alto), Fintech (London), Future of Marketing, Identification in Finance & Social Sciences, Inclusive Business in Africa (Cape Town), Mergers & Acquisitions, Negotiations, Private Equity, Real Estate and Strategy and Innovation.

Electives offered may vary each year. During your first year you will receive a presentation which will introduce you to the elective process.

2.5. Syllabus

Detailed syllabus information (teaching staff, learning aims, dates and times of lectures/classes, synopses, reading lists) is available on the relevant course page on [Canvas](#).

3. Teaching and Learning

3.1. Organisation of teaching and learning

Classes

Each core course will be taught intensively, split between case studies and lectures. Highly interactive lectures require significant preparation before class. The student is encouraged to undertake independent reading both to supplement and consolidate what is being taught and to broaden their individual knowledge and understanding of the subject. Different lecturers will adopt a variety of learning approaches and students must be prepared to adapt to these. For example, some lecturers may choose to provide handouts while others may opt to provide other materials in support of the classroom experience.

Study Groups

Students will work in study groups, which facilitate collaborative learning. Many classes will require presentations by students of their analysis of predesignated work/case studies. Online individual access to essential readings and a range of material from academic and business sources is provided for each course. In addition, students will be expected to make use of the wide range of business research tools made available through the SBS online library resources, including company reports, financial market data, academic and practitioner articles. Students will be regularly given problem sets, which allow them and their lecturers to assess learning.

3.2. Expectations of study

Students are responsible for their own academic progress and will be required to spend time in private study. Before each module you will be provided a reading list which you are recommended to read before attending the lecture. Each module will differ and each student may require differing periods of study time. Throughout the EMBA you will be provided study material through the Canvas site.

4. Assessment

4.1. Assessment structure

Information on the examinations and assessment process at the University can be found on the following sites:

[Examinations & Assessment](#)

[Examination Regulations](#)

Examination Conventions are the formal record of the specific assessment standards for the course or courses to which they apply. They set out how examined work will be marked and how the resulting marks will be used to arrive at a final result and classification of an award.

The supervisory body responsible for approving the examination conventions is the Social Sciences Board's Quality Assurance Committee.

Assessment of all courses and projects must be approved by the EMBA Course Committee. Assessment information and submission timetables will be made available through the dedicated [EMBA J19 Canvas site](#).

Courses may be assessed by a mixture of examination, assignment, and oral presentations. At least 70% of marks in any course with the exception of projects and the integrative modules are assigned to individual work. Student choice of electives is also limited to a minimum of four (out of six) credits assessed through individual work. Core courses may be examined via multiple choice tests or may be assessed in combination through a joint assessment. The Board of Examiners approves all assessment prior to release to students.

Role of Examinations Team

If students have any issues surrounding their submission and using the upload system then the first point of contact is with the Examinations Team (EMBA-J19Exams@sbs.ox.ac.uk).

Role of College Administrator

Students who may require assistance with extension requests or absence from exams will need to make a formal application to the [Proctors](#) via their college, and should contact their college administrator at the earliest opportunity.

4.2. Feedback on learning and assessment

Feedback on examinations and formal submissions takes the form of a written report by the course teacher or lead assessor on a) the general performance of students on the questions posed in the assessment (this report goes to all students) and b) a separate report, if required, just for those students facing a re-sit/submission (and to only go to such students). This second report is to address the difficulties encountered by those students failing the assessment.

4.3. Examination Conventions

The Examination Conventions can be viewed on the [EMBA J19 Canvas site](#). You are strongly advised to carefully read the Examination Conventions in advance of your first submission.

4.4. Good academic practice and avoiding plagiarism

University Definition of Plagiarism

Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence

Further information on plagiarism can be found by completing the Oxford University online [plagiarism skills course](#) and reading the University of Oxford page on [plagiarism](#).

4.5. Entering for University examinations

In order to check your examination entry you must have completed your University registration within the student registration window. You can check whether your registration is complete by logging in to Student Self Service and clicking on My Student Record. If your registration is not complete you will see the Register screen and you should contact your college immediately, if your registration is complete you will see the Check my Details screen.

Further details on University Examination Entry can be found on the Oxford student's website for [examination entry](#) and [alternative examination](#) arrangements.

4.6. Assessment schedules and general guidance

Refer to the assessment calendar on the EMBA J19 [Assessment Information](#) page.

4.7. Sitting your examination

Information on (a) the standards of conduct expected in examinations and (b) what to do if you would like examiners to be aware of factors that may have affected your performance before or during an examination (such as illness, accident or bereavement), complaints and appeals are available on the [Oxford Students website](#).

4.8. Examiners' reports

Reports can be found on the [EMBA J19 Canvas site](#).

5. Skills and learning development

5.1. Academic progress

Your academic progress will be monitored through by your Programme director, departmental supervisor and through your GRS reports, attendance checks and formal assessment.

Role of the Supervisor

You have each been assigned a departmental supervisor who will oversee your academic progress during the programme. If you have any concerns, either academic or personal during your time on the EMBA, a good person to talk to in the first instance is your supervisor. Each term your grades will be reported to your supervisor and the Senior Tutor at your college. Please note that departmental supervisors are not the same as College Tutors.

You will also have a college advisor assigned to you at your College. Your departmental supervisor and your college advisor are likely to be two different faculty members, who will both be available to you during your time in Oxford.

Every college has their own systems of support for students, please refer to your College handbook or website for more information on who to contact and what support is available through your college.

The list of assigned Business School supervisors will be made available during your first term.

The College Advisor

In addition to the departmental supervisor, each student is allocated an advisor by his or her college. The rationale behind this appointment is to provide a focus for an individual student's relationship with the college. It is important that the student/college advisor relationship should have an academic element. Whilst in no way undertaking the departmental supervisor's role, the college advisor should be in a position to discuss the student's academic work. The college advisor is expected to monitor a student's progress; to hold at least one meeting a term with the student to discuss the supervisor's report; and to be available at other times for consultation on academic or other matters which a student feels could not be taken to a supervisor.

Graduate Supervision Reporting

All graduate students are assigned an academic supervisor who will oversee your academic progress. It will be your responsibility to arrange meetings with them. Your supervisor will submit a report on your academic progress on five occasions during your programme. To facilitate this reporting, the University operates an online Graduate Supervision Reporting (GSR). Within this system, you have the opportunity to contribute to your supervision reports by reviewing and commenting on your own progress.

You are strongly encouraged to take the opportunity to review and comment on your academic progress, any skills training you have undertaken or may need in the future, and on your engagement with the academic community (e.g. seminar/conference attendance or any teaching you have undertaken).

It is strongly recommended that you complete a self-assessment report every reporting period. If you have any difficulty completing this you must speak to your supervisor or Director of Graduate Studies. Your self-assessment report will be used by your supervisor(s) as a basis to complete a report on your performance this reporting period, for identifying areas where further work may be required, and for reviewing your progress against agreed timetables and plans for the term ahead. GSR will alert you by email when your supervisor or DGS has completed your report and it is available for you to view.

Use this opportunity to:

- Review and comment on your academic progress during the current reporting period
- Measure your progress against the requirements and agreed timetable for your programme of study
- Identify skills developed and training undertaken or required (taught programmes only)
- List your engagement with the academic community
- Raise concerns or issues regarding your academic progress to your supervisor
- Outline your plans for the next term (where applicable)

Students and supervisors are reminded that having a positive student-supervisor relationship is an important factor in student success. Research suggests that one of the strongest predictors of postgraduate completion is having expectations met within the student-supervisor relationship.

Your supervisor(s) will review and comment on your academic progress and performance and assess skills and training needs to be addressed. Your supervisor should discuss the report with you, as it will form the basis for feedback on your progress, for identifying areas where further work is required, for reviewing your progress against an agreed timetable, and for agreeing plans for the term ahead.

Student concerns should relate directly to academic progress. If students are dissatisfied with any other aspects of provision e.g. their supervisory relationship or their working environment, they should raise these with the Director of Graduate Studies (or equivalent) in the first instance and pursue them through the department's complaints procedure if necessary. Supervisors should discuss any concerns about academic progress with the student before flagging a concern in GSR. Further details will be provided by Module 2.

5.2. Learning development and skills

Training needs analysis will be carried out with students and formal graduate research skills and transferable skills training will be provided. Opportunities are provided for students to take part in research seminars or groups.

EMBA students are also offered three one-on-one sessions with a personal development coach throughout the course of the programme.

The teaching/learning methods and strategies used to enable the students to gain skills are:

- Classes
- Problem sets
- Case study preparation and discussion
- Student presentations
- Individual consultations with faculty

The intellectual skills that a student will have the opportunity to acquire during the course are the following:

- Analytical and research skills
- Quantitative skills
- Qualitative skills

The EMBA makes no distinction between practical and transferable skills, given the nature of the programme. Skills acquired are:

-
- Leadership
 - Business communication, presentation and report writing skills
 - Group working/team building
 - Negotiation skills
 - Critical analysis
 - A range of skills in research/IT
 - Resource and time management skills
 - Development of autonomous learning
 - Academic report writing

Interpersonal, team working and presentation skills will be tested through students working together in study-groups.

5.3. Induction

The pre-course intranet information provided on the Canvas site contains practical information such as travel guide, maps, and hotel information. The Sunday before the start of induction, there is a social event in the form of a welcome dinner for the EMBA students.

The induction for the EMBA course will be held in January for the Hilary intake and is known as Module 1 (Business Complexity and Decision Making). It is mandatory for all students to attend. During the induction period, sessions are held to discuss a variety of areas related to the School, and its facilities, this includes; course structure and content, examinations and assessment; library, careers service; IT induction; health and safety.

5.4. Opportunities for skills training and development

A wide range of information and training materials is available to help you develop your academic skills – including time management, research and library skills, referencing, revision skills and academic writing – through the Oxford Students website <http://www.ox.ac.uk/students/academic/guidance/skills>.

5.5. Opportunities to engage in the department research community (PGT only)

There are specialist academic areas and research centres at the school; seminars are held throughout term-time. Students are encouraged to attend as many seminars as possible. Research is not a requirement for EMBA students as this is a taught postgraduate degree programme. Students do, however, have a GOTO tutor and an Entrepreneurial Project supervisor, as well as a general Academic supervisor and can receive guidance from them throughout the programme.

5.6. Careers information and advice

Susanna Hofmann is the point of contact within the Careers Centre for current EMBA students at Saïd Business School and is supported by a network of advisors who provide 1-1 advice to participants. Susanna also arranges career development sessions during on-campus modules.

T: +44 (0)1865 288482

E: susanna.hofmann@sbs.ox.ac.uk or contact via careers@sbs.ox.ac.uk.

Industry Advisors

Industry advisors are available to supplement our own internal resources, generally to help with deep specialist industry expertise. Susanna Hofmann or careers@sbs.ox.ac.uk will be your point of contact if you need to access to our network of industry advisors.

We also have subscriptions to the following online resources:

Further details, together with access and login details, will be provided at the beginning of the programme, and periodically updated by the Career Development team.

Executive Search Firms:

- [Executive Grapevine](#): Executive Grapevine is a subscription service database of global search consultants and enables you to research appropriate search firms and contacts.
- [Workmaze](#): country-specific executive recruitment guides and information on executive recruitment agencies and head-hunters in regions around the world.

Private Equity and Financial Services

- [Financial News](#): weekly financial newspaper and new website published in London
- [BVCA](#): British Private Equity and Venture Capital Association
- [Wall Street Prep](#): global investment banking training firm specializing in financial modelling self-study programs as well as instructor-led and e-learning modelling training.

Consulting interview and case resources

- [PrepLounge](#): access a case library with a selection of case studies mirroring the world in real [case interviews](#).
- [Evisors](#): resources to assist you with interview skills refresh.

Researching jobs and companies across different geographies

- [GoinGlobal](#): a platform providing insight on work and life in a range of countries as well as more detailed guides on popular US and global cities.
- [Vault](#): career advice, company and industry guides
- [MBA exchange](#) and [Global-workplace](#): platforms for market intelligence, company insight and recruitment. Likely to be more suitable for EMBA's at the early-mid experience level.

For further information on Careers Services for Executive MBA's, please contact EMBA Careers Advisor: Susanna Hofmann (susanna.hofmann@sbs.ox.ac.uk).

6. Student representation, evaluation and conduct

6.1. Department representation

As part of induction, students will have been asked whether they wish to act as student representatives. At the beginning of the course, students elect student representatives to act as class representatives who are invited to attend the formal course committee to raise issues or put forward proposals on behalf of the class to the course committee. The student representatives also meet with the programme support team at the end of each module (where this is practicable) to provide feedback and will also discuss the forthcoming module with the programme support team in the week prior to that module. The course committee considers these requests and takes action on the student issues raised. Student representatives also sit on the School's Joint Student Consultative Committee, which meets twice per term to address any non-academic student issues. This meeting is often conducted via a conference call.

Upon election of class representatives, these will be appointed to the Divisional PGT discussion forum. Student representative contact details will be published on Canvas.

6.2. Division and University representation

Student representatives sitting on the Divisional Board are selected through a process organized by the Oxford University Student Union (OUSU). Details can be found on the OUSU website along with information about student representation at the University level.

6.3. Opportunities to provide evaluation and feedback

Student feedback on all aspects of the EMBA programme is taken very seriously. At the end of each module students are asked to complete an evaluation survey on the courses they have taken during that module. Students are also surveyed on the support service provided by each department.

Students on full-time and part-time matriculated courses are surveyed once per year on all aspects of their course (learning, living, pastoral support, college) through the student barometer. Previous results can be viewed by students, staff and the general public at: <https://www.ox.ac.uk/students/life/student-engagement?wssl=1>.

6.4. Student Conduct and Etiquette

As members of the University of Oxford community, we expect you to share and observe a set of values and expectations in relation to your learning, behaviour and classroom experience. In particular, we expect you to conduct yourself in a professional, responsible and mature manner, which reflects positively upon yourself, the School and the wider University. Our expectations include:

1. Timely attendance

I will attend all my scheduled classes¹ throughout the Term. If I am unable to attend for unavoidable personal or professional reasons, I will seek the permission of the Programme Director in advance.

I will arrive on time and will stay for the duration of the class. I recognise that arriving late is a distraction and is disrespectful of both fellow students and my classroom teacher. If for any reason I am delayed, I will join the class during the first available break and will notify the class teacher accordingly. I also recognise that in circumstances of in-class assessment, my absence may affect my grades.

If I need to leave early, I will notify the class teacher accordingly.

I acknowledge that the School operates a 'sign-up, show-up' principle for Career Development and other co-curricular events and that non-attendance may, amongst other sanctions, affect my eligibility for future Career Development sessions and access to co-curricular activities.

2. Effective preparation

I will thoroughly prepare materials required of me for each class and will arrive prepared to participate. I will use my name plate and adhere to the seating plan, when provided.

3. Respectful participation

I will respect the views of my fellow students, whether in class or outside. I recognise that the contribution of my peers is an essential part of my own learning experience. I will not behave in a distracting or disrespectful manner or seek to dominate classroom conversations.

I will be attentive and respectful of my class teacher. Unless permitted by the class teacher, my laptop will remain closed and I will not use any mobile devices.

I will not invite other people (including friends or family members) into the classroom.

Whilst only the Proctors can deal with breaches of University statutes and regulations and matters of discipline, the Business School operates a Student Conduct Review Panel to address possible breaches of the student honour code. The Panel has the power, for example, to restrict access to career development and co-curricular activities if it finds that a student has been in breach of the code.

Full details of the Student Conduct and Etiquette code can be found [here](#).

¹ Support classes are optional

6.5. Equality and Diversity at Oxford

“The University of Oxford is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected.” [Equality Policy \(2013\)](#).

Oxford is a diverse community with staff and students from over 140 countries, all with different cultures, beliefs and backgrounds. As a member of the University you contribute towards making it an inclusive environment and we ask that you treat other members of the University community with respect, courtesy and consideration.

The Equality and Diversity Unit works with all parts of the collegiate University to develop and promote an understanding of equality and diversity and ensure that this is reflected in all its processes. The Unit also supports the University in meeting the legal requirements of the Equality Act 2010, including eliminating unlawful discrimination, promoting equality of opportunity and fostering good relations between people with and without the ‘protected characteristics’ of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and/or belief and sexual orientation. Visit our website for further details or contact us directly for advice: www.admin.ox.ac.uk/eop or equality@admin.ox.ac.uk.

The Equality and Diversity Unit also supports a broad network of harassment advisors in departments/faculties and colleges and a central Harassment Advisory Service. For more information on the University’s Harassment and Bullying policy and the support available for students visit: www.admin.ox.ac.uk/eop/harassmentadvice.

There is range of faith societies, belief groups, and religious centres within Oxford University that are open to students. For more information visit:
www.admin.ox.ac.uk/eop/religionandbelief/faithsocietiesgroupsorreligiouscentres.

7. Student Life and Support

7.1. Who to contact for help

Our aim is to ensure that your time with us at Oxford Saïd is an exciting and enjoyable experience. The University and Saïd Business School take student welfare seriously and offer a wide variety of support, both academic and pastoral, in the form of Academic Supervisors and College Advisors, as well as your Programme Director, Administrators and Head of Student Welfare.

If your concern relates to your programme or fellow students, you may contact your Programme Director or Programme Administrator who will present themselves to you during Induction. These are your main points of contact during your studies and, in many cases, for many happy years to come.

The Head of Student Welfare, Maxine Hewitt (maxine.hewitt@sbs.ox.ac.uk) is a dedicated staff member responsible for dealing with student welfare issues across all programmes and is available to support you on any issue related to your wellbeing.

If in doubt about whom to contact at your college or the Business School on welfare issues, please contact welfare@sbs.ox.ac.uk the confidential email account managed by the, Student Programme Services (SPS) Executive Officer & Disability Coordinator, Gemma Sheppard.

Overview of Health and Welfare at Oxford University

There are a number of services available to provide support to you during your studies at the University, full details are available on the [University's Student Welfare](#). Further advice is available from your college, SBS welfare office, central University services, peer supporters and the Student Union.

Health

We have information on accessing medical advice and guidance for staying healthy while studying at the University. From registering with your college doctor or Oxford General Practitioner, to medical emergencies, information on dentists, opticians and other health services, and supportive resources, you can find all the necessary contacts on the [University's Student Health Website](#). For emergency contact details and a wide selection of support services are available on the [help section of this website](#).

Peer Support

[Student Peer Supporters](#) are available in colleges and departments to talk with you informally about anything that is concerning you. All Peer Supporters have been carefully selected and trained to take up this role and receive ongoing support and supervision from the University Counselling Service.

The Peer Support Programme was developed in recognition of the essential role students play in supporting and encouraging one another on a day-to-day basis throughout their time at university. Students are likely to look to each other first for help in thinking through issues and for emotional support, but there are times when this can leave friends feeling out of their depth, unsure how best to help but anxious about seeking advice for fear of betraying trust.

The Peer Support Programme seeks to better equip students for this role, enabling them to feel more confident in supporting their peers and more aware of the professional support networks available to them. Since its launch it has been embraced by an Oxford University review as an integral part of its welfare provision

Student Counselling Service

The University has a professionally staffed confidential [Student Counselling Service](#) for assistance with personal, emotional, social and academic problems. The Service is available free to all matriculated undergraduate and

graduate members of the University.

You may find that it is helpful to talk things through first with a friend, family member, tutor, supervisor, chaplain or your college doctor or nurse – often problems can be resolved by talking to someone like this. But if you don't feel that these people could help you, you are welcome to try the Student Counselling Service for confidential help and advice. There are times when it may be right to seek help away from the familiar daily environment and the Student Counselling Service was set up to meet just such a need.

The Service has a team of professionally trained and widely experienced female and male counsellors, psychotherapists, psychologists and a psychiatrist, who are accustomed to helping people from many different backgrounds and cultures and with a wide range of personal issues.

Disability Support

The University offers a range of support to help those with a disability to maintain their track record of academic success as they pursue their studies. The [Disability Advisory Service](#) provides information and advice for students with disabilities including sensory or mobility impairments, health conditions, specific learning difficulties, autistic spectrum conditions or mental health difficulties, and can assist with organizing disability-related study support. Your disability contacts at Saïd Business School are Gemma Sheppard (gemma.sheppard@sbs.ox.ac.uk), Disability Coordinator and Maxine Hewitt (maxine.hewitt@sbs.ox.ac.uk), Head of Student Welfare & Conduct.

7.2. Complaints and Appeals

You may raise issues and concerns informally within Saïd Business School. Programme related issues should be raised with your relevant Programme Director or Administrator in the first instance. Conduct related issues should be brought to the attention of the Maxine Hewitt (maxine.hewitt@sbs.ox.ac.uk), Head of Student Welfare & Conduct at Saïd Business School.

You may make a formal complaint to the Proctors Office who will follow the [University Academic Appeals Procedure](#).

Complaints and academic appeals within the faculty/department of Saïd Business School

The University and the Saïd Business School department all hope that provision made for students at all stages of their course of study will result in no need for complaints (about that provision) or appeals (against the outcomes of any form of assessment).

Where such a need arises, an informal discussion with the person immediately responsible for the issue that you wish to complain about (and who may not be one of the individuals identified below) is often the simplest way to achieve a satisfactory resolution.

Many sources of advice are available from colleges, faculties/departments and bodies like the Counselling Service or the Oxford SU Student Advice Service, which have extensive experience in advising students. You may wish to take advice from one of those sources before pursuing your complaint.

General areas of concern about provision affecting students as a whole should be raised through Joint Consultative Committees or via student representation on the faculty/department's committees.

Complaints

If your concern or complaint relates to teaching or other provision made by the faculty/department, then you should raise it the Director of Graduate Studies (Jonathan Reynolds, Jonathan.Reynolds@sbs.ox.ac.uk) as appropriate. Complaints about departmental facilities should be made to the Departmental administrator. If you feel unable to

approach one of those individuals, you may contact the Associate Dean (Kathy Harvey, Kathy.Harvey@sbs.ox.ac.uk). The officer concerned will attempt to resolve your concern/complaint informally.

If you are dissatisfied with the outcome, you may take your concern further by making a formal complaint to the Proctors under the [University Student Complaints Procedure](#).

If your concern or complaint relates to teaching or other provision made by your college, you should raise it either with your tutor or with one of the college officers, Senior Tutor, Tutor for Graduates (as appropriate). Your college will also be able to explain how to take your complaint further if you are dissatisfied with the outcome of its consideration.

Academic appeals

An academic appeal is an appeal against the decision of an academic body (e.g. boards of examiners, transfer and confirmation decisions etc.), on grounds such as procedural error or evidence of bias. There is no right of appeal against academic judgement.

If you have any concerns about your assessment process or outcome it is advisable to discuss these first informally with your subject or college tutor, Senior Tutor, course director, director of studies, supervisor or college or departmental administrator as appropriate. They will be able to explain the assessment process that was undertaken and may be able to address your concerns. Queries must not be raised directly with the examiners.

If you still have concerns you can make a formal appeal to the Proctors who will consider appeals under the [University Academic Appeals Procedure](#).

Complaints of Harassment

This Procedure is designed to deal with [student complaints of harassment by other students](#) that arise in a University context. Also available is an easy to follow [flow chart](#) on student harassment procedures.

Complaints of harassment against students which arise purely within the college environment will normally be dealt with under appropriate [college procedures](#), while reflecting the principles of the [University Harassment Policy](#).

Confidentiality

Information concerning allegations of harassment must so far as reasonably possible be held in confidence by those to whom it is divulged. Unnecessary disclosure of such allegations may attract disciplinary sanction. Information will be shared on a need-to-know basis. Once a formal complaint is pursued, it is likely to be appropriate and/or necessary for certain information to be provided to others within the University, within certain colleges, or to external bodies.

Those to whom disclosure may be made outside the University include the police, the Office of the Independent Adjudicator (“OIA”) and the civil and criminal courts. The University will not normally report a matter to the police without the complainant’s agreement, except in those rare circumstances where there is sufficient evidence to suggest that an individual poses an extreme risk.

Records

The University and all those involved in this Procedure must comply with the principles of the General Data Protection Regulation (May 2018). These include ensuring that personal data is kept accurate and up-to-date, held securely, and not kept for longer than necessary.

Those interviewed in the course of any investigation by the Proctors will be asked to review the notes of their individual discussions with the investigator as soon as is reasonably possible in order to comment on any inaccuracies or omissions. All notes will be preserved during the process and until such time as the University’s internal processes and any external processes are concluded.

The Director of Student Welfare and Support Services should be consulted about filing and retaining any notes and documents related to this Procedure, all of which must be held in confidence.

Oversight in this context refers to the Director of Student Welfare and Support Services being aware of all cases so as to ensure the provision of appropriate support to students.

The University's Data Protection policy is available at: www.admin.ox.ac.uk/councilsec/dp/policy.shtml

Any member of the University can also contact the Proctors for advice and information on any matter.

The powers of the Proctors in relation to action pending the outcome of criminal proceedings are laid down in Statute XI: University Discipline.

7.3. Student societies

Oxford University Student Union membership

Your University registration constitutes your application for membership to the Oxford University Student Union (OUSU), and your undertaking to contribute £1 towards meeting the liabilities of OUSU should it be dissolved. Follow the link for more information: www.ox.ac.uk/students/selfservice/ousu.

College Membership

As a student of the University of Oxford, you will be a member of the University and a member of a college.

Oxford is a collegiate university, consisting of the central University and colleges. The 38 colleges are self-governing and financially independent institutions, which are related to the central University in a federal system.

Colleges are academic communities where you will meet other students and faculty from across different academic disciplines. Each college has its own dining hall, bar, common room and library, and lots of college groups and societies that you can join. Please note any Battels must be settled personally with the College directly.

Further details on the individual colleges can be found here:

www.ox.ac.uk/admissions/undergraduate/colleges/college-listing.

Oxford Business Alumni Network

Upon completion of the Executive MBA, you will be given the opportunity to join the Oxford Business Alumni (OBA) Network. The OBA Network brings together individuals who share a common interest in business, ensuring an active network of emotionally and intellectually engaged alumni who support and further the School's vision, and serve as proud ambassadors around the globe.

Among the benefits you will receive as an alumnus/a are; a lifelong OBA email address, access to career development information, regular contact from the Alumni Relations Office with news updates, and invitations to academic, social and networking events.

It is recommended that current EMBA students join the '[Oxford Business Alumni Network](#)' LinkedIn group.

As a member of the Oxford Business Alumni, students on the EMBA will have access to a range of services, details of which can be found at the [OBA website](#).



7.4. Policies and regulations

The university has a wide range of policies and regulations that apply to students. These are easily accessible through the A-Z of University regulations, codes of conduct and policies available on the Oxford Students website: www.ox.ac.uk/students/academic/regulations/a-z.

Lost items

If access cards or name plates are lost we can provide one free replacement for access cards and badges only. If an item has been stolen rather than lost/broken we are able to provide a free replacement if we receive a Crime Reference Number.

Access cards

A card can be replaced free of charge if essential information on the card requires updating

A loss of an access card must be reported to the programme administrators EMBA-J19team@sbs.ox.ac.uk immediately so that the access of the card can be suspended. We will provide you with a replacement access card as quickly as possible but cannot guarantee delivery times. You can request a temporary card from the main reception until your new card is ready.

For more than one replacement, a charge of £10.00, is payable and can be ordered via the online store.

Name Plates

- Charge £5.00, to be paid via the online store
- Delivery is approximately one week, but we cannot guarantee delivery times from the supplier.

Policy on Lecture Recordings

Policy on the recordings of lectures and other formal teaching sessions can be read on the [Oxford Saïd Information](#) page on Canvas.

8 Facilities

8.1 Social spaces and facilities

The Pyramid Room

The Pyramid Room in the West Wing is where your breakfast, lunch and dinner will be served on the days you are attending the modules. These meals are included within your programme.

The Skoll Foundation Club Room

The Skoll Foundation Club Room in the West Wing is available during and between modules and is especially utilised for coffee breaks during modules. The Skoll Foundation Club Room is a beautiful relaxed space with a bar, lounge space, terrace and views down to the garden. These are spaces where those important, informal conversations take place to create a continuous learning experience.

The Common Room

The Common Room in the East Wing is available during and between modules. The common room is a large, contemporary semi-circular space with floor to ceiling windows overlooking the School's landscaped grounds. It is open from 8am until 8pm (Mon-Fri) and 9am until 5pm (Sat/Sun) in term time, and from 8am until 6pm (Mon-Fri) and 9am until 5pm (Sat/Sun) outside term offering a varied selection of drinks, cakes, pastries and freshly made sandwiches to eat while socializing with fellow students and faculty.

The Dining Room

The Dining Room in the East Wing is available during and between modules and is a more formal setting with views out to the landscaped grounds. On offer are a wide variety of individually priced hot and cold meals, soups, salads and desserts. The Dining Room also offers themed days where the menu is designed around a particular country or subject; these are advertised outside the dining room next to the weekly menu and on the school intranet.

The Saïd Business School gardens contain the Fellows' Garden, a place for quiet reflection, which marks the site of Rewley Abbey, the very first seat of learning in Oxford. During the summer students can also relax in the large internal courtyard or sit in the 300-seat amphitheatre, which allows excellent views of the surrounding countryside.

Lockers

All EMBA-J19 students will be allocated a locker at the beginning of their programme. Lockers are for storing academic gowns and course materials such as text books and folders. Other items are also permitted, but the School accepts no responsibility for loss or damage of any items stored in lockers.

- Allocation of lockers is based on need, and priority is given to students with disabilities.
- Lockers, once allocated, become the responsibility of the student. Students are required to clear their lockers at the end of their course.
- All students will be reminded by email, with 2 weeks' notice, of the date by which lockers must be cleared.
- If you have special needs (e.g. storage of sports equipment), and if there is spare capacity, additional lockers may be offered – on a first come, first served basis – under the same contractual agreement that the locker can be emptied if it is not cleared by a specified date.

Any lockers not surrendered by the date required will be emptied and contents held in secure storage for a

maximum of one week, for which a weekly charge of £60.00 may be levied. During this six-week period of storage, students will have the opportunity to collect, or arrange a courier to collect their property. We will do all we can to assist in the collection of a student's property, however, at the end of the six-week period we will dispose of any uncollected in an appropriate manner, with due notice having been given. We will ask you to sign an agreement to this effect, on the day of your registration.

8.2 Workspace

Executive Suite

On the third floor in the West Wing there is an Executive Suite for EMBA students. The keycode to enter this room is changed on a regular basis. The new code is available from West Wing Reception and you will be updated on this before each module via the App.

Seminar Rooms

Students may book small seminar rooms for academic related activity by contacting the reception team, where keys to the room(s) in question can be collected in exchange for your University Card. Please keep these rooms tidy and do not occupy any rooms without booking first; these rooms are often required as meeting rooms for faculty and staff members, as well the business school's external clients. Room bookings for students may only be made in person and cannot be done via telephone or e-mail.

Please note that seminar rooms can be booked between 8am and 11pm, for a maximum of 4 hours and no more than 1 week ahead. Should the key not be collected within 30 minutes of the start of the booking, the room may be released should it be required by another user. If you have any queries relating to the booking of seminar rooms, please contact the Reception Manager, Janice King, on extension (2)88496.

If additional facilities are required for a seminar room booking, such as AV set-up, please contact the Conference Office on (2)88846. If you need to plan a student-organised event, please contact the EMBA Programme Administration team.

Charges will be levied for seminar room hire and facilities which can be advised at the time of booking.

8.3 Library and Information Services

[The Sainsbury Library](#) offers a modern and spacious study area and an information support service with a strong emphasis on electronic resources and delivery. It comprises of two floors, with Wi-Fi, PCs, Macs, docking stations, copiers and printers throughout. The Lower Reading Room contains copies of books on reading lists, and may be used for group work, while the Upper Reading Room is dedicated to silent study and houses the careers collection and additional books.

As well as the print collections, the library provides a dedicated [webpage](#) with an extensive collection of electronic resources, including access to business databases, financial and economic data, industry, market research, and analyst reports, e-journals and e-books. Course reading lists are provided with direct links to online readings and case studies. As the Sainsbury Library is one of the Bodleian Libraries, you also have access to the range of resources purchased for all the subjects taught at Oxford.

The library website and most of its databases are accessible to students from anywhere in the world. Experienced library staff members are available for in-depth help with finding and using more complex information sources for research, course projects and theses, as well as general advice and information support. As you are a member of the business school, your Saïd Business School access card will allow you entry into the library until midnight every day.

8.4 IT

Saïd Business School has an in-house IT Team which provides support to the School's Students, Faculty, Staff, Course Participants and Alumni across 3 sites. During your Induction week the IT team will be available in the Seminar room opposite the Pyramid dining Room at breakfast and lunch times for individual set-up advice.

The **IT Tech Bar** and **Help Desk** are open Monday to Friday 08:00-18:00 and located to the right hand side of the main reception area. This is a 'drop in' service (no appointment needed) to provide help, support and advice with your technology needs.

The School provides a modern network with extensive wireless access. Through this and the School's systems (including the Student 'App') students can access:

- Electronic course materials including; timetables, reading lists, lecture notes, examination preparation, seminars, projects and other course-specific information.
- Our Careers site with news, events and employment information.
- Links and guidelines for computer usage, email, network status, search engines, telephone/email lists, maps, news, local information, etc.
- Links to relevant websites including MYSBS, Canvas, GOTO and OBA.

Students also have the use of IT facilities provided by their College, although these are provided and supported by our colleagues in the Central University IT Services Team. Visit www.it.ox.ac.uk.

You will receive an OXFORD SAÏD email address in addition to your college email address. This email address is used as the primary means of communication with students. If you would prefer to use another address, please remember to set up mail forwarding.

'We look forward to serving and supporting your technology needs during your time with us, and please do feel free to feedback either directly or via your IT Rep your experiences (good or bad) of the School's IT and IT Service.'

Mark Bramwell, CIO/IT Director