



Master of Business Administration

Course Handbook

2018-19

1. Forward

1.1. Statement of Coverage

This handbook applies to students starting the course in Michaelmas term 2018. The information in this handbook may be different for students starting in other years.

1.2. Version

Version	Action	Date
Version 1.0.0	First published	28/09/2018

1.3. Disclaimer

The Examination Regulations relating to this course are available at <https://www.admin.ox.ac.uk/examregs/2018-19/mofbusiadmi/studentview/>. 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 Allison Robertson, Senior Assessment Manager.

The information in this handbook is accurate as of 28/09/18. 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.

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1.5. Welcome

Dear MBA Students,

On behalf of the Oxford Saïd community, I would like to welcome you to Oxford at the start of what I am sure will be an exciting, stimulating and, at times, exhausting year. The MBA will demand a lot of you academically and you should expect to work hard. You will be covering a wide range of core courses, electives, and projects, which will introduce you to a variety of new ideas, techniques and skills. Your courses will combine academic rigour with practical business relevance. The key to success on the MBA is good organisation, diligence in your work and effective collaboration within your study and project teams.

We encourage a culture of co-operation and support - in the classroom, in study and project teams - and the responsibility for learning in the School is shared by both faculty and students. You can expect to learn a lot from your professors and also from your classmates who have a wide range of skills and experiences and often unique perspectives on the complex business challenges you will encounter.

We realise that starting an MBA, for many of you in a new country, at an ancient and wonderful university will be challenging. Our community of faculty and staff are here to guide you through and offer help when needed. During the MBA Launch, you will be introduced to the MBA support team from the Programmes and Careers Services departments, as well as to staff in the Library, Admissions and Recruitment, and the Entrepreneurship Centres, all of whom will contribute to your experience here.

This Student Handbook provides essential information about your programme and the Oxford Saïd Business School. It is intended as a source of information in its own right, and as a guide to other sources of information. Please read through this carefully and let us know if you have any questions. Other important sources of information are the [programme site](#) on Canvas, [the University of Oxford student webpages](#), [the Oxford Student Website](#), and [The Exam Regulations site](#).

We all look forward to getting to know you during the exciting year ahead. We want you to make your mark on the MBA and to contribute positively wherever you can. We hope that you will take advantage of the range of opportunities that exist in Oxford, and we expect that you will have one of the most remarkable and most transformative years of your life.



Ian Rogan, Programme Director

1.6. Useful department contacts

Members of Academic Leadership

Name, Role	Contact Email
Professor Peter Tufano, Peter Moores Dean	Peter.Tufano@sbs.ox.ac.uk Kate.Nilsson@sbs.ox.ac.uk
Dr. Jonathan Reynolds, Deputy Dean and Director of Graduate Studies	Jonathan.Reynolds@sbs.ox.ac.uk Kate.Nilsson@sbs.ox.ac.uk
Kathy Harvey, Associate Dean, MBA and Executive Degree	Kathy.Harvey@sbs.ox.ac.uk Alice.Roberts@sbs.ox.ac.uk
Dr. Richard Cuthbertson, MBA Chair of Examiners	Richard.Cuthbertson@sbs.ox.ac.uk
Ian Rogan, MBA Programme Director	Ian.Rogan@sbs.ox.ac.uk Lynne.Wylie@sbs.ox.ac.uk

Oxford Saïd Business School Faculty

The Oxford Saïd faculty includes established leading academics and high-potential younger faculty members recruited from top institutions from around the world. All are engaged in boundary-extending research on key management issues. Details of all Faculty staff, including members of the Senior Leadership Team, can be found on the [School website](#)

The following faculty members will teach on core or integrative modules on the 2018-19 MBA programme:

Core Courses		
Accounting	Dr. Karthik Balakrishnan and Dr. Clarissa Hauptmann	Michaelmas
Analytics	Prof. James Taylor and Dr. Ho-Yin Mak	Launch & Michaelmas
Business Finance	Dr. Howard Jones and Dr. Joel Shapiro	Michaelmas
Firms and Markets	Dr. Bige Kahraman, Prof. Mike Devereux, Dr. Oren Sussman and Dr. Ken Okamura	Michaelmas & Hilary
Marketing	Dr. Felipe Thomaz, Dr. Rhonda Hadi and Dr. Cammy Crolic	Hilary
Organisational Behaviour	Dr. Michael Smets, Dr. Michael Gill, Dr. Eleanor Murray and Dr. Chris Moos	Launch & Michaelmas
Strategy	Dr. Tim Galpin, Dr. Kristina Dahlin, Dr. Kate Roll, Prof. Richard Whittington, and Dr. Matt Almanguer	Michaelmas & Hilary
Technology and Operations Management	Prof. Matthias Holweg, Dr. Steve New, Dr. Janet Smart and Prof. Alastair Nicholson	Michaelmas
Integrative Modules		
Entrepreneurship	Prof. Thomas Hellmann	Hilary

Global Rules of the Game	Dr. Jan-Emmanuel de Neve	Launch & Hilary
Responsible Business	Prof. Colin Mayer	Launch & Hilary
Projects		
Entrepreneurship Project (EP)	Prof. Thomas Hellmann (plus range of tutors)	Trinity
Global Opportunities and Threats Oxford (GOTO)	Dr. Peter Drobac (plus a range of tutors)	Launch & Hilary

Degree Programmes Team

Farzana Sadat	Head of Degree Programmes	Farzana.Sadat@sbs.ox.ac.uk
Programme Managers		MBA.Admin@sbs.ox.ac.uk
Rachel Keaney	Senior Programme Manager	Rachel.Keaney@sbs.ox.ac.uk
Harriet Nicholls	Senior Programme Manager	Harriet.Nicholls@sbs.ox.ac.uk
Holly Turner	MBA Programme Manager* Please note that Holly is current on maternity leave and will be returning on the 3rd December	Holly.Turner@sbs.ox.ac.uk
Student Support and Materials		Degree.Support@sbs.ox.ac.uk
Christian Clee	Programme Support Administrator	Christian.Clee@sbs.ox.ac.uk
Alexander Whitehouse	Programme Support Administrator – Programme Materials	Alexander.Whitehouse@sbs.ox.ac.uk
Project Office		Projects.Office@sbs.ox.ac.uk
David Pearce	Projects Manager	David.Pearce@sbs.ox.ac.uk
Fraser Boyd	Project Support Administrator	Fraser.Boyd@sbs.ox.ac.uk
Examinations		MBAExams@sbs.ox.ac.uk
Allison Robertson	Senior Assessment Manager	Allison.Robertson@sbs.ox.ac.uk
Poppy Panter-Whitlock	Examinations Administrator	Poppy.Panter-Whitlock@sbs.ox.ac.uk
Luke Sample	Examinations Administrator	Luke.Sample@sbs.ox.ac.uk
Jessie Robertson	Examinations Support Administrator	Jessie.Robertson@sbs.ox.ac.uk

1.7. Buildings/Locations/Maps/Access

You can access site maps and access arrangements on the Estate Teams [intranet site](#) and [the Said Business School Canvas site](#).

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](#)

The MBA is unique among other University degrees in the amount of distinct courses and projects that are required in the course of the year. For this reason, the MBA is taught in extended terms. The exact dates are found below. We still follow the practice of referring to weeks by term dates, so that the first week of Michaelmas Term is week 1 and the final week is week 10. We refer to the week before the official start of term as 'week 0' and weeks before as -1, -2, for example.

All students are required to be present in Oxford during MBA Launch, term time and over exam periods.

Michaelmas		
MBA Launch	MT Weeks -2 and -1	17 – 28 September 2018
Michaelmas Term	MT Weeks 0-10	1 October – 14 December 2018
Mid-Michaelmas Exams	MT Week 5	5 – 9 November 2018
Michaelmas Revision Period	HT Week -1	31 December – 4 January 2019
Michaelmas Exams	HT Week 0	7 – 11 January 2019
Hilary Term		
Hilary Term	HT Weeks 1-10	14 January – 22 March 2019
Hilary Revision Period	HT Week 10	18 – 22 March 2019
Hilary Exams	HT Week 11	25 – 29 March 2019
Global Treks (optional)	TT Weeks -3 to -1	1 – 19 April 2019
International Electives (optional)	TT Week -2	8 – 12 April 2019* <i>International electives may start on the 6th or 7th April depending on the location</i>
Trinity Term		
Trinity Term	TT Weeks 0-9	22 April – 28 June 2019
Trinity Exams	TT Week 10	1 – 5 July 2019
Long Vacation		
Summer Electives		8 – 14 July 2019 29 July – 4 August 2019 19 – 25 August 2019
Strategic Consulting Projects		w/c 15 July 2019 – w/c 26 August 2019 <i>Presentations 2 -3 September 2019</i>
Internship for Credit		From 8 July 2019 (minimum six week duration) <i>Please see IFC Guidelines for further information</i>
Capstone & End of Course Ceremony		2 – 7 September 2019 <i>SCP Presentations 2 -3 September 2019</i>

2. The Course Content and Structure

2.1. Overview

Awarding Institution	University of Oxford
Teaching Institution	University of Oxford
Programme accredited by	Association of MBAs, EQUIS
Final award	Master of Business Administration
Programme title	MBA
Relevant subject benchmark statement	Master of Business Administration

The programme is offered as a one-year full time course. Prior to arrival, students have access to preparatory materials for their coursework as well as induction materials through the MBA pre-arrival website. The programme formally begins in week -2 of the Michaelmas Term with the MBA Launch, which includes induction, an introduction to GOTO and the integrative modules, an intensive phase of coaching and career development, and the start of one of your core courses.

There are eight core courses, five of which are taught in Michaelmas Term, one in Hilary Term and two across both terms. Five core courses are examined either by the end of Michaelmas Term or through formal examination in Week 0 of Hilary term, and three are examined either by the end of Hilary Term or through formal examination in week 11 of Hilary Term. In addition to core course teaching, students take between 7 and 9 electives during Hilary, Trinity and the Long Vacation.

Participation in three integrative modules is required. Integrative modules are assessed through individual or team assignments.

GOTO is taken during Hilary Term. The Entrepreneurship Project is undertaken, in teams, during Trinity Term and assessed at the end of term. Either further elective courses or the Strategic Consulting Project or an assessed internship are completed during the Long Vacation.

2.2. Course aims

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

- 1. Core knowledge for business:** In our courses and related training, we provide students with the highest quality preparation in core business skills.
- 2. Talent development:** In our talent development component, we offer students the opportunity to enhance their skills and self-awareness through individualised career coaching and refinement of soft skills such as the ability to communicate and present effectively, interpersonal and team work skills, and appreciation for diversity, integrity and ethics.
- 3. Engagement with world-scale challenges in the business environment:** Through interdisciplinary and experiential training, we will give students tools to address challenges facing businesses that come from the external environment, including the ability to understand and engage with a wide range of stakeholders.
- 4. 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, a career in business and management.
- 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 outcome

An MBA degree is a global product, and its learning outcomes are to some extent set by a global marketplace for MBA candidates and their potential employers. Therefore, the Oxford MBA is accredited by the EFMD Quality Improvement System (EQUIS), the Association of MBAs (AMBA) and features in external assessment exercises such as the Financial Times' listing of MBA courses, in which it ranks among the top MBA programmes in the world. The learning outcomes from the Oxford MBA reflect both the QAA Benchmark Statement for Master's Awards in Business and Management, the European Quality Link (EQUAL) guidelines for European MBAs and the expectations of a competitive global marketplace for its graduates. The Benchmark refers to the understanding of the external context of management at local, national, and international levels. The Oxford MBA attracts a highly international group of MBA students, and the international dimension is emphasised in several of the learning outcomes, and reflected in much of the core course materials. However, Oxford MBA students also learn about and interact with local and national business, in their courses and through guest speakers and projects.

Equally the aim of balancing analytical, cognitive skills with practical, applicable knowledge is achieved through a mix of these types of outcomes. Thus we describe the MBA as 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 accelerated career progression.

The MBA provides an analytical and integrated study of business and management, which results 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, financing, operation, 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 taking the MBA 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 expect students to be able to show an understanding of customers, markets, human resources, operations, innovation, entrepreneurship, information systems, finance, business ethics, business strategy and the economic and political environment.

Students engage in a range of learning experiences in the classroom and projects, aimed at developing the knowledge needed to understand and solve business challenges and to work within complex and evolving business environments.

2.4. Course structure

Launch & Michaelmas Term

For more information about Launch please refer to section 5.2

Starting in Launch and continuing into Michaelmas Term students develop knowledge and understanding of a broad range of **core management disciplines** (core courses).

Core Courses (required)	Lecturer(s)
Accounting	Dr. Karthik Balakrishnan and Dr. Clarissa Hauptmann
Analytics	Prof. James Taylor and Dr. Ho-Yin Mak
Business Finance	Dr. Howard Jones and Dr. Joel Shapiro
Firms and Markets	Dr. Bige Kahraman, Prof. Mike Devereux, Dr. Oren Sussman and Dr. Ken Okamura
Organisational Behaviour	Dr. Michael Smets, Dr. Michael Gill, Dr. Eleanor Murray and Dr. Chris Moos
Strategy	Dr. Tim Galpin, Dr. Kristina Dahlin, Dr. Kate Roll, Prof. Richard Whittington, and Dr. Matt Almanguer
Technology and Operations Management	Prof. Matthias Holweg, Dr. Steve New, Dr. Janet Smart and Prof. Alastair Nicholson

Students are introduced to the required integrative modules during Launch. Three modules cover important business topics from an inter-disciplinary perspective during the year, bridging and linking to other components of the programme: Global Rules of the Game, Responsible Business and Entrepreneurship.

Integrative Courses (required)	Lecturer(s)
Entrepreneurship (<i>Hilary Term</i>)	Prof. Thomas Hellmann
Global Rules of the Game (<i>Hilary Term</i>)	Dr. Jan-Emmanuel de Neve
Responsible Business (<i>Trinity Term</i>)	Prof. Colin Mayer

Hilary Term

In Hilary Term students continue with core courses:

Core Courses (required)	Lecturer(s)
Firms and Markets	Dr. Bige Kahraman, Prof. Mike Devereux, Dr. Oren Sussman and Dr. Ken Okamura
Marketing	Dr. Felipe Thomaz , Dr. Rhonda Hadi and Dr. Cammy Crolic,
Strategy	Dr. Tim Galpin, Dr. Kristina Dahlin, Dr. Kate Roll, Prof. Richard Whittington, and Dr. Matt Almanguer

All students also participate in GOTO (Global Opportunities and Threats: Oxford) through a combination of engagement with the course's online learning platform (<https://goto.sbs.ox.ac.uk>), team tutorials, informal individual assignments and a formal team project.

GOTO is premised on the view that future leaders will be required to negotiate those links and that Oxford is uniquely able to provide this breadth and depth. It introduces students to the critical skills of linking large-scale, system-level trends to their own careers and to the opportunities available to their chosen sectors and regions. The course is intended to cultivate a broad perspective and deep insights; to link the most pressing threats faced by the world (population change, the mass accumulation of digital data, climate change, energy and food security, etc.) with the corresponding opportunities for innovative organisations and individuals.

Core Project (required)	Lecturer(s)
GOTO (Global Opportunities and Threats: Oxford)	Dr. Peter Drobac

Students also take two electives. Electives give students the opportunity to explore a range of topics and to gain more in-depth knowledge and understanding of specialist areas. The range of elective courses varies each year, dependent upon faculty and curricular innovation and the courses available are published in the preceding term. *

Hilary Electives*	Lecturer(s)*
Corporate Valuation	Dr. Ken Okamura
Entrepreneurial Finance	Prof. Thomas Hellmann
Global Strategy	Dr. Marc Szepan
Rethinking Business	Prof. Alex Nicholls, Dr. Marc Ventresca
Strategy & Innovation	Dr. Marc Ventresca
Digital Transformation of Marketing, Media, and Advertising (<i>international elective</i>)	Dr. Rhonda Hadi, Prof. Andrew Stephen
Growth and Opportunity in Africa (<i>international elective</i>)	Visiting Prof. Mthuli Ncube
Fintech: Present and Future (<i>international elective</i>)	Dr. Nir Vulkan, Dr. Maria Nikolou

*Subject to revision, based on recent availability. Full list will be published in Michaelmas Term.

Trinity Term

During Trinity Term students choose five electives. A limited number of 'half-electives' can be taken, each constituting half the credits of a regular elective course. Over Trinity Term and the Long Vacation students can take a maximum of four 'half' electives. A full list of Trinity Term electives will be published on [Canvas](#) at the beginning of Hilary Term.

Long Vacation

Over the summer students can choose one of three paths.

EITHER

Complete two further **electives** (bringing their total to 9 electives, of which a maximum of 2 may be made up of 4 'half' electives). Summer electives list will be published in Trinity term on [Canvas](#).

OR

Complete a **Strategic Consulting Project**. Students may apply as an individual for a team-based Strategic Consulting

Project (SCP) within a sponsoring company, over a 6 week period during the summer. Projects are approved in consultation with sponsoring companies by the faculty lead for the SCP and the MBA Programme Director.

OR

Complete an **Internship for Credit**. Students may choose to undertake an assessed individual internship for at least 6 weeks between July and early September. Internships must be approved by the MBA Programme Director and meet the minimum requirements as stipulated by the Projects Office

Deadlines and Elective Switches

We enforce strict deadlines over switching between electives. These deadlines are dictated by the official examination entry dates set by the Academic Records Office. Deadlines will be published on [Canvas](#) along with further elective information. These deadlines are final, however, in some exceptional circumstances we may accept applications to switch after the deadline. These applications must be submitted on the correct forms, with supporting documentation as appropriate, to the Degree Programmes Team and will then be forwarded to the MBA Programme Director for consideration. Decisions on these applications will generally be advised by the programme administrators within 7 working days of receiving your application. All approved late switches are subject to a £50 fee payable to the Academic Records Office via the Online Store. It should be noted that, even in exceptional circumstances, switches cannot be made after assessment has taken place.

Optional Elements

Oxford Saïd Finance Lab A unique offering for Oxford Saïd MBA, MFE and MLF students pursuing a career in financial services. It is a collaboration between our expert finance faculty, led by Director John Gilligan, and the Careers Centre that helps students put into practice the financial modelling and valuation skills required for entry and success in investment roles.

Asset Management Masterclass The Masterclass is designed for those interested in becoming active fund managers or going into equity research. It will tackle how to think about the firm level opportunities and the macroeconomic environment and tie these two elements together.

Impact Lab The Impact Lab is an offering run by the Skoll Centre for Social Entrepreneurship. It seeks to give you a high-level overview of different ways to address complex social and environmental problems through your career, while building concrete skills. It will give you an opportunity to connect with peers and learn from thought leaders.

Career Development Centre The Career Development Centre offers a blended careers and talent development programme, career treks, one-to-one and group advisory sessions, and a series of optional programmes. For further information about the Careers Development Centre please visit [Careers@Said](#).

Pathways through the Oxford MBA

To complete the Oxford MBA, all students must complete the required components of the programme, which are: core courses, integrative modules, GOTO and the Entrepreneurship Project.

You must also complete a total of 9 credits through the use of electives or alternate options in order to complete your MBA. Please note, a maximum of 2 credits can be completed with the use of half electives (total of 4 half electives).

Students have three options for fulfilling the elective requirements and may take:

- 2 x Hilary Term Electives **PLUS** 5 x Trinity Term Electives **PLUS** 2 x Summer Electives = 9 Electives

OR

- 2 x Hilary Term Electives **PLUS** 5 x Trinity Term Electives **PLUS** a Strategic Consulting Project = 7 Electives + SCP
- OR**
- 2 x Hilary Term Electives **PLUS** 5 x Trinity Term Electives **PLUS** an Assessed Internship = 7 Electives + Internship

Assessment

Please refer to section 4.

2.5. Syllabus

Detailed syllabus information on each course can be accessed through [Canvas](#). Each Canvas course site will include information on:

- Teaching staff
- Course Outline
 - Aims
 - Learning outcomes
 - General course information
 - Course structure
 - About the lecturer
 - Reading list
- Assessment information
- Dates and times of lectures/classes

3. Teaching and learning

3.1. Organisation of teaching and learning

Methods and strategies

Each course is taught intensively and each uses a set of pedagogical approaches appropriate to the topic, including lectures, case studies, simulations and group discussion. All courses require significant preparation before class. In courses where assessment includes class participation, advanced preparation of materials and readiness to explain and debate these materials orally is expected. Students are encouraged to undertake independent reading, both to supplement and consolidate what is being taught, as well as to broaden their individual knowledge and understanding of the subject.

Students work in study teams, which facilitate collaborative learning. Many classes require presentations by students of their analysis of pre-designated 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 are expected to make use of the wide range of business research tools made available through the Oxford Saïd online library resources, including company reports, financial market data, and academic and practitioner articles. Students are regularly given problem sets, which allow them and their lecturers to assess learning. Extra support classes are offered in quantitative subjects, and one-on-one help is available through 'office hours'.

Role of the Supervisor

You have each been assigned an academic supervisor who will oversee your academic progress during the programme. If you have any concerns, either academic or personal during your time on the MBA, 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 academic supervisors are not the same as college tutors or advisors.

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 College Advisor

In addition to the academic 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 academic 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.

Recommended Pattern of Teaching

Please find below the recommended pattern of teaching for the MBA which lays out in detail the teaching structure of the programme in hours by term:

Master of Business Administration

Course structure: 8 compulsory courses, 3 integrative courses, an Entrepreneurial Project, Global Opportunities & Threats Oxford (GOTO), and EITHER 9 electives OR 7 electives plus a summer project (SCP or Internship for Credit)

Paper	Term	Dept/ Faculty			Comments
		Lectures	Classes	Tutorials	
					Figures in this table are in hours unless otherwise stated.
Analytics	MT	24	10.5		8 x 3 hour lectures 1 x 3 hour final review session 7 x 1.5 hour support class
	HT				
	TT				
Firms & Markets	MT	18	6		6 x 3 hour lectures in MT 6 x 3 hour lectures in HT 6 x 1 hour support class MT 6 x 1 hour support class HT
	HT	18	6		
	TT				
Accounting	MT	24			8 x 3 hour lectures
	HT				
	TT				
Strategy	MT	24			8 x 3 hour lectures in MT 4 x 3 hour lectures in HT
	HT	12			
	TT				
Business Finance	MT	33	10		1 x 3 hour lecture in Launch 10 x 3 hour lectures 10 x 1 hour support class
	HT				
	TT				
Organisational Behaviour	MT	24			16 x 1.5 hour lectures
	HT				
	TT				
Technology & Operations Management	MT	24			14 x 1.5 hours lectures, plus one 3 hour Discovery Exercise
	HT				
	TT				
Marketing	MT				8 x 3 hour lectures
	HT	24			
Global Rules of the Game	MT				2 x 1.5 hour lectures
	HT	3			
	TT				

Paper	Term	Dept/ Faculty			Comments
		Lectures	Classes	Tutorials	
					Figures in this table are in hours unless otherwise stated.
Responsible Business	MT	2.5			1 x 1 hour lecture in Launch (MT)
	HT				1 x 1.5 hour Responsible Business Debate (MT)
	TT	15			1.5 days (15 hours) at Responsible Business Forum during TT
Entrepreneurship	MT	12			4 x 3 hour lectures in HT
	HT				
	TT				
Entrepreneurship Project	MT				2 x 3 hour lectures in HT
	HT	6			4 x 30 min tutorials with EP Tutor
	TT			2	
Global Opportunities & Threats Oxford (GOTO)	MT	1			1 x 1 hour lecture in Launch
	HT		18	3	18 hours of skill session classes in HT
	TT				3 x 1 hour tutorials in HT
Electives	MT				HT: 2 Electives: 2 x 24 hours
	HT	48			TT: 5 Electives: 5 x 24 hours
	TT	120			LV: 2 Electives: 2 x 24 hours (or an SCP/IFC)
	LV	48			*Please see notes for further information
Strategic Consulting Project (SCP)	MT				4 x 30 min tutorials with SCP supervisor
	HT				1 x SCP Bootcamp (2 x 3 hour lecture)
	TT				All Strategic Consulting Projects must be approved by the Academic Lead for SCPs. An SCP team must include between 3-5 students and the project will take place over a defined 6 week period during the Long Vacation
	LV	6		2	
Internship for Credit (IFC)	MT				4 x 30 min tutorials with IFC supervisor.
	HT				
	TT				An Internship for Credit must be approved by the Programme Director and commence prior to the 16th July but no earlier than the 8th July. The internship must be for a minimum of 6 weeks.
	LV			2	
Notes: *Electives					

Paper	Term	Dept/ Faculty			Comments
		Lectures	Classes	Tutorials	Figures in this table are in hours unless otherwise stated.
<p>Students must complete a total of 9 credits by fulfilling one of the following pathways:</p> <p>2 x Hilary Term Electives PLUS 5 x Trinity Term Electives PLUS 2 x Summer Electives</p> <p>2 x Hilary Term Electives PLUS 5 x Trinity Term Electives PLUS a Strategic Consulting Project</p> <p>2 x Hilary Term Electives PLUS 5 x Trinity Term Electives PLUS an Internship for Credit</p> <p>Elective information will be published in the preceding term and students are required to bid for their preferred electives.</p>					

Timetables

Termly timetables, as well as the overall year planner, can be found [here](#) on Canvas.

PDF timetables, as well as the integrated timetable in Canvas, will be updated by the Programme Managers if any minor changes are made during the term due to extenuating circumstances.

Class Sections

The MBA class is split into four equally sized sections A, B, C and D. You should only attend the lectures for your section. Classes may have seating charts, if requested by faculty, and you are expected to use your allocated seat.

Study Teams

You will be assigned to study teams. These study teams are used to undertake group work that will be assigned by lecturers, such as case study preparation, and as for general support in working through course materials and preparing for exams. The study team dynamic is extremely important. During the MBA Launch, we will provide training and advice on working in teams and in diverse environments.

In deciding the composition of study teams, we take into account student gender, employment background and nationality to give you practice working in the type of diverse environment that you would expect in any kind of global career today. We will offer ongoing support to study teams throughout the year as needed.

Attendance Policy

MBA students are expected to attend all of their scheduled classes (support classes are optional), to arrive on time and stay for the duration of the class. We uphold a strict policy on attendance because absence from class and late entry into the classroom is disruptive to other students and is generally inappropriate in a professional context.

Lecturers have the right to prohibit entry into class after the scheduled start time. If you do not arrive on time for the start of class, please plan to re-join the session during the break. You should inform the lecturer that you have arrived in order for this to be noted.

Attendance in class is monitored in various ways. Although not all lecturers will take attendance, the use of seating arrangements and name plates means that absences will be noticed and lecturers may request information from a student or bring cases of frequent absence to the attention of the MBA Programme Director. The MBA Programme Director and the degree programmes team may also periodically monitor attendance.

For classes in which students are graded on class participation, an absence can have an impact on your grade and may

result in a grade of '0' for class participation for that session. Information on the final calculation of your mark will be provided by the course instructors.

We realise that students will sometimes be asked to attend a job interview during class time. It is incumbent upon students to make every effort to avoid a conflict of this kind. Wednesday afternoons each term are reserved specifically for careers and leadership development activities, and students will have other time slots free.

In addition to classes, students may be invited to participate in leadership development workshops, career development events and a host of other activities at Oxford Saïd and in their College. If a student signs up for an event, she/he is expected to attend, in accordance with normal professional behaviour. Often, resources are spent on catering or a speaker has agreed to join us on the basis of particular numbers of attendees, therefore unexpected non-attendance has costs and consequences (such as a speaker or potential employer not coming to the School again). If you have a true emergency and are unable to attend an event, please inform the event organiser with as much notice as possible.

For the three projects – GOTO, EP and the SCP students will be asked to give team presentations as part of their assessment. Please refer to the Presentation Guidelines on the [Assessment](#) section of Canvas for the detailed policy governing assessed presentations.

3.2. Expectations of study

Students are responsible for their own academic progress and are expected adhere to the policies below. The amount of time students are expected to devote to studying in the programme is similar to that required from a young business professional working full time. A student's typical weekday would comprise on average 6 hours of lectures complemented by variable amounts of time spent in study groups and support classes. Individual study and research would complete the day, with career and other events dispersed throughout the week. Individual experiences may vary, but students should fully expect to work with great intensity and, occasionally, over long hours.

Paid Employment

If you wish to undertake paid employment while at the University, you must ensure that the work does not affect your studies or breach the conditions of your visa. The following pages provide guidance on University policy and your right to work whilst studying: <http://www.admin.ox.ac.uk/edc/policiesandguidance/policyonpaidwork/>

Residence Requirements and Vacations

MBA students are required to be resident in Oxford at all times during the terms and examination periods.

The MBA is an intensive programme, condensing learning and experiences which in other MBA programmes take place over the course of two years rather than one. For this reason, there is very little vacation time during the year and students should plan their time off and travel accordingly.

Visas

Information on the type of visa you require and how to apply before you arrive, as well as your visa conditions, including working, travel, family visits, renewing, extending and changes to your student status can be found here:

<http://www.ox.ac.uk/students/visa> You can also find out more about staying in the UK to work after your studies.
<http://www.ox.ac.uk/students/visa/during/work>

3.3. Policy on Video Recordings of Lectures

For pedagogical purposes, the School may video record lectures using the Replay service. These recordings are always made in line with the University's guidance on lecture capture. The School has determined that there are three sets of circumstances in which recording of lectures may normally take place.

Individual disability. Video recording of the lecturer and slides from the back of the lecture theatre is conducted upon the recommendation of the University Disability Advisory Service or at the direction of the University Proctors for students who are unable to attend class or fully benefit from class attendance due to a disability or prolonged illness. These videos are securely stored until the end of the relevant examination period, and may be viewed only by students for whom they are intended.

Class Participation Assessment. Video recording of lectures from the front of the lecture theatre is conducted in all courses in which class participation assessment is undertaken. These videos assist the class teacher in assessing the quality of contributions from class members, are securely stored for up to six months and may be viewed only by the class teacher, the Examiners and Proctors upon request.

Other approved purposes. In situations where large groups of students are prevented from attending a lecture for wholly unforeseen or unexpected reasons, the Programme Director or his/her nominee (and not the class teacher) may sanction video recording of a lecture. Such exceptional circumstances may include: widespread illness; strike action; travel disruption; or such other reasons as the Programme Director considers relevant. These videos are securely stored until the end of the relevant examination period and may be viewed only by students for whom they are intended. Finally, class teachers may themselves also request a lecture be captured for the purposes of their own professional development.

However, for regular classes, lecture capture is presently the exception not the rule. Why is this the case? Tracking the impact of universal lecture capture on class attendance is complex, although local evidence is that where lecture capture has been introduced, it has had a negative effect on attendance. The School believes that participation, rather than simply attendance in class, is an important aspect of the learning process for its professional postgraduate taught and research programmes. The critical debate and interaction that face-to-face encounters in the classroom make possible is presently hard to simulate remotely or electronically. The School keeps this policy under review and is continually trialing digital teaching and learning opportunities. For example, some courses are already using self-paced online modules to support more fundamental or technical learning, delivered via Canvas. It is therefore important to note that students are expected to attend scheduled lectures and not unreasonably to make competing arrangements which might prevent them from doing so. Students should note that the Programme Director may excuse individual absences for good reason (see attendance policy) but this will not mean that any missed sessions will be automatically video recorded on a student's behalf.

Other talks and events to which students will be invited, including the Distinguished Speakers' Seminars and other public talks, may be videoed or webcast. Students and lecturers will be informed at all times when a lecture is being captured. A sign will be posted on the lecture theatre door and inside the lecture theatre prior to the start of the lecture.

The IP of lecture material rests with the class teacher and the University. Students are not permitted to distribute this material in any way, such as placing it online or on social networking sites, nor are they permitted to capture lectures themselves using their own devices, without permission. Should students capture, distribute or publish the recordings in any way without authorisation, normal student disciplinary procedures will apply.

4. Assessment

4.1. Assessment structure

The MBA consists of five components:

1. Eight Core Courses
2. Three Integrative Modules
3. Global Opportunities and Threats Oxford (GOTO)
4. Entrepreneurship Project (EP)
5. Elective Courses, Strategy Consulting Project (SCP), Assessed Internship

Courses may be assessed by a mixture of summative 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. Core courses may be examined via multiple choice tests or may be assessed in combination through a joint assessment.

All summative assessment is submitted or takes place after the end of the relevant course but may be based on the experience of in-class activities. For instance, an in-course simulation, a presentation, or company visit may provide the foundation for subsequent summative assessment. Only summative assessment counts towards your overall course grade.

Formative assessment does not count towards the overall course mark, and is designed to provide feedback to students and to assist with the achievement of learning goals. Formative assessment may take place before completion of the teaching and may be in the form of Class Participation Assessment. All students are expected to take part in formative assessment activities, although not all classes will contain a formative assessment element.

Further details on Assessment structure can be found in the [MBA 2018-19 Examination Conventions](#) and [MBA Examination Regulations](#).

Any queries about MBA assessment or examinations can be directed to MBAExams@sbs.ox.ac.uk

4.2. Feedback on learning and assessment

Each MBA student is assigned to an Academic Supervisor who will support, review, monitor and comment on their students' academic progress through regular meetings. Supervisors are also able to provide feedback on performance throughout the programme. For some courses such as projects, tutorials will be held with a faculty member to provide guidance.

Provisional marks for summative assessment will be released throughout the year, in line with the following approximate timetable:

End of February (Michaelmas Term)

End of May (Hilary Term)

End of August (Trinity Term)

All marks will be ratified at the final Examination Board.

General feedback on each course is provided in the form of an Assessors' Report after results are released. These are published on the Assessment page of the MBA 2018-19 Canvas site: [MBA 2018-19 Assessment](#)

Candidates will receive a feedback report for failed summative assessment where the failed component causes them to fail the course overall and is for reasons other than penalties incurred. For more detail on penalties, please refer to the Examination Conventions.

In addition to provisional marks for summative assessment, feedback may also be given for any formative assessment on a course in the form of marks and/or comments.

4.3. Examination conventions

Examination conventions are the formal record of the specific assessment standards for the course or courses to which they apply. They set out how your examined work will be marked and how the resulting marks will be used to arrive at a final result and classification of your award. They include information on: marking scales, marking and classification criteria, scaling of marks, progression, resits, penalties for late submission, and penalties for over-length work.

The MBA 2018-19 Examination Conventions will be accessible to all students at the beginning of Michaelmas Term via the main Assessment page on Canvas: [MBA 2018-19 Assessment](#)

Students will be informed of any changes to the Examination Conventions via Canvas and/or newsletter.

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 details on Plagiarism can be found here: <http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism>

Advice on good academic practice including avoiding plagiarism, managing your time, reading, note taking, referencing and revision can be found here: <http://www.ox.ac.uk/students/academic/goodpractice>

For information on writing style and how to reference, please see the Academic Writing Skills Guide and the Referencing using the Harvard Style guide available on the MBA 2018-19 Canvas Assessment page here: [MBA 2018-19 Assessment](#)

The Oxford University online Plagiarism skills course can be found at:

https://weblearn.ox.ac.uk/access/content/group/cds/CrDevt_WebPages/Course_Plagiarism.html

Why does plagiarism matter?

Plagiarism is a breach of academic integrity. It is a principle of intellectual honesty that all members of the academic community should acknowledge their debt to the originators of the ideas, words, and data which form the basis for their own work. Passing off another's work as your own is not only poor scholarship, but also means that you have failed to complete the learning process. Deliberate plagiarism is unethical and can have serious consequences for your future career; it also undermines the standards of your institution and of the degrees it issues.

What to avoid

The necessity to reference applies not only to text, but also to other media, such as computer code, illustrations, graphs etc. It applies equally to published text drawn from books and journals, and to unpublished text, whether from lecture handouts, theses or other students' essays. You must also attribute text or other resources downloaded from web sites.

There are various forms of plagiarism and it is worth clarifying the ways in which it is possible to plagiarise:

Verbatim quotation without clear acknowledgement

Quotations must always be identified as such by the use of either quotation marks or indentation, with adequate citation. It must always be apparent to the reader which parts are your own independent work and where you have drawn on someone else's ideas and language.

Paraphrasing

Paraphrasing the work of others by altering a few words and changing their order or by closely following the structure of their argument, is plagiarism because you are deriving your words and ideas from their work without giving due acknowledgement. Even if you include a reference to the original author in your own text you are still creating a misleading impression that the paraphrased wording is entirely your own. It is better to write a brief summary of the author's overall argument in your own words than to paraphrase particular sections of his or her writing. This will ensure you have a genuine grasp of the argument and will avoid the difficulty of paraphrasing without plagiarising. You must also properly attribute all material you derive from lectures.

Cutting and pasting from the Internet

Information derived from the Internet must be adequately referenced and included in the bibliography. It is important to evaluate carefully all material found on the Internet, as it is less likely to have been through the same process of scholarly peer review as published sources.

Collusion

This can involve unauthorised collaboration between students, failure to attribute assistance received, or failure to precisely follow regulations on group work projects. It is your responsibility to ensure that you are entirely clear about the extent of collaboration permitted, and which parts of the work must be your own.

Inaccurate citation

It is important to cite correctly, according to the conventions of your discipline. Additionally, you should not include anything in a footnote or bibliography that you have not actually consulted. If you cannot gain access to a primary source you must make it clear in your citation that your knowledge of the work has been derived from a secondary text (e.g. Bradshaw, D. Title of book, discussed in Wilson, E., Title of book (London, 2004), p. 189).

Failure to acknowledge

You must clearly acknowledge all assistance which has contributed to the production of your work, such as advice from fellow students and other external sources. This need not apply to the assistance provided by your tutor or supervisor, nor to ordinary proofreading, but it is necessary to acknowledge other guidance which leads to substantive changes of content or approach.

Professional agencies

You should neither make use of professional agencies in the production of your work nor submit material which has been written for you. It is vital to your intellectual training and development that you should undertake the research process unaided. Under Statute XI on University Discipline, all members of the University are prohibited from providing material that could be submitted in an examination by students at this University or elsewhere.

Auto-plagiarism

You must not submit work for assessment which you have already submitted (partially or in full) to fulfil the requirements of another degree course or examination, unless this is specifically provided for in the special regulations for your course.

4.5. Entering for University examinations

In order to complete your examination entry successfully 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 here:

<https://www.ox.ac.uk/students/academic/exams/entry?wssl=1>

www.ox.ac.uk/students/academic/exams

Re-sits will normally take place in the following year. If you are taking any assessment in the following academic year, an examination Re-entry Fee of £176 may be payable.

4.6. Examination dates

Details of MBA examinations will be published by your Examinations Administrators once confirmation has been received from Examination Schools. Once published, Examinations Timetables will be made available here:

<https://www.ox.ac.uk/students/academic/exams/timetables?wssl=1>

Details of the deadlines for other assessment will be communicated to enrolled students via Canvas.

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 any factors that may have affected your performance before or during an examination (such as illness, accident or bereavement) are available on the Oxford Students website (www.ox.ac.uk/students/academic/exams/guidance).

Calculators will be provided at formal examinations. For familiarity with the calculators provided, students have the opportunity to buy the same model of calculator during Michaelmas Term.

4.7. External examiner and Examiners' reports

The External Examiners responsible for the MBA 2018-19 courses are as follows:

- Professor Santiago Carbo-Valverde, University of Bangor Business School
- Professor Kiran Fernandes, Durham University Business School
- Professor Grzegorz Pawlina, Lancaster University Management School

A fourth external examiner will be listed on the MBA 2018-19 Examination Conventions when confirmed.

Students are strictly prohibited from contacting external examiners directly. If you are unhappy with an aspect of your assessment you may make a complaint or appeal following the process provided [here](#). For any queries relating to results, you can also contact the Examination Administrators at MBAExams@sbs.ox.ac.uk for guidance.

External Examiner and Chair of Examiners Reports can be found via the following Canvas links:

[External Examiner Reports](#)

[Chair of Examiners Reports](#)

General feedback on each course is provided in the form of an Assessors' Report after results are released. These are published on the Assessment page of the MBA 2018-19 Canvas site.

4.8. Prizes

The Saïd Prize is awarded on an annual basis for outstanding academic achievement and contribution to the MBA Class and wider school community.

The J.P Morgan MBA Prize is awarded for outstanding academic achievement in Finance.

Other prizes are determined on an annual basis.

5. Skills and learning development

5.1. Academic progress

Your academic progress will be monitored by your Programme Director, by your academic supervisor through your GSR reports, as well as by means of attendance checks and formal assessment.

Graduate Supervisor Reporting

Every graduate student at Oxford is expected to have an academic supervisor, appointed by their department, to meet them on a regular basis to discuss their academic progression, and to provide support and advice in response to problems or concerns in relation to their learning. The academic supervisor is a role that is meant to be distinct from the College advisor, who has a more pastoral responsibility. The University's new Graduate Supervision Reporting (GSR) online system is scheduled to go live in October 2018. All students and supervisors will be sent detailed information and guidance to use GSR from the University once the system is ready.

5.2. Learning development and skills

The teaching/learning methods and strategies used to enable the students to gain or improve skills include:

- 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 MBA 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 MBA Induction period, called 'Launch', is a series of events, activities, and workshops which will help prepare you for your MBA, equip you with personal and professional development skills and start to build your MBA community. MBA Launch will run from Monday 17 September to Friday 28 September 2018. Integrative and select core courses will begin during this time, and there will be opportunities to network with your MBA colleagues as well as faculty, staff, alumni and members of your college. This will be followed by transitionary week, with opportunities for you to engage with your college induction sessions, meet members of your college and commence select core courses.

5.4. Opportunities for skills training and development

A wide range of information and training materials are available to help you develop your academic skills – including time management, research and library skills, referencing, revision skills and academic writing. These are available through the Oxford Student Website listed in the table below that outlines a range of training options for your attention.

	Weblink
Research and Skills Training in Social Sciences	https://researchtraining.socsci.ox.ac.uk
Bodleian Library	http://www.bodleian.ox.ac.uk/bodley
IT Services	http://www.it.ox.ac.uk/
IT Learning Programme	http://www.oucs.ox.ac.uk/itlp/
Oxford Learning Institute	http://www.learning.ox.ac.uk/
Language Centre	http://www.lang.ox.ac.uk
Oxford Students Website	http://www.ox.ac.uk/students/academic/guidance/skills

5.5. Opportunities to engage in the department research community

During the programme you will receive further information about the Schools research community. You will have the opportunity to attend research seminars and events, and to sign up to receive regular updates on faculty research. If you are interested in learning more about research opportunities at the School please [contact a member of faculty or the relevant academic area administrator](#).

5.6. Careers information and advice

At Oxford Saïd, we are dedicated to supporting you in defining, articulating and executing your career vision - equipping you with the knowledge, tools and skills to achieve success. We support students in advancing their careers after the MBA, whether they plan to progress in their current industry or make a transformative career change. Our careers advisors specialise in all major sectors, including finance, consulting, global industries and social impact. We support students seeking a traditional business career and those taking a non-traditional path in a variety of destinations around the world. Ultimately, what you will gain from your MBA at Oxford depends on your goals, ambitions and previous experiences as well. Our Career Development Centre is here to help and offer guidance, support and inspiration every step of the way.

How do we do this?

Individual Coaching – experienced careers advisors and industry advisors provide one-to-one and group guidance to students throughout the programme.

Access to Expertise – students are able to meet a range of industry advisors from a variety of sectors, including

consulting, energy, entrepreneurship, finance, healthcare, marketing, retail, social impact and technology. The Career Development Centre offers a series of workshops and seminars, usually on Wednesday afternoons, to help students develop their understanding of various career options, as well as delivering personal and professional development seminars as part of leadership development.

On-line support – the Career Development Centre also provides access to a range of on-line resources to help students in their career search – including Careers@Saïd, the School's careers portal, as well as industry-specific tools to assist in case-study preparation, financial modelling and general industry knowledge. In addition and new for this year the Career Development team have launched an on line programme on Canvas, the Oxford Said Careers Academy, available to access whenever it is convenient for you.

Employer Presentations and Careers Fairs – We work with many partner employers, bringing them on to campus for employer presentations, networking opportunities and on campus recruitment. Each term we hold a Careers Fair, allowing us to invite employers with vacancies to come on campus and meet with students.

6. Student representation, evaluation and feedback

6.1. Department representation

Student feedback on all components of the MBA programme is taken very seriously. Our aim is to work together with you, encouraging positive and constructive involvement in the ongoing development of the MBA programme.

The MBA Student Council is expected to work closely with existing entities associated with the MBA, including but not limited to Student Programme Services, Oxford Business Networks (OBNs), Oxford Business Alumni (OBA), and other organisations and internal departments which are affiliated with the MBA Programme. The Academic Affairs Officer will be invited to the MBA Course Committee and represent their class in all academic and related matters. The Student Life Officer will be invited to the JSCC Committee and represent the class in all functional matters.

2018/19 Student Council/Representative Positions

- Co-President (x 2 positions available)
- Finance Officer*
- Academic Affairs Officer
- Student Life Officer*
- Clubs and OBNs Officer
- Welfare Officer
- Communications Officer
- Partnerships Officer
- Section Representatives (x 4 positions available)

* These positions may have budgetary responsibility.

Further information about the Student Council can be found [here](#).

6.2. Division and University representation

Student representatives sitting on the Divisional Board are selected through a process organised 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

There are a wide variety of ways for students to provide feedback on courses, facilities or any other aspect on which they are concerned.

Programme Manager

Typically, the best person to speak to about any evaluation or feedback is your programme administration team. They can direct your query to the correct channels as needed.

Course Representatives

If you have a matter you wish to be raised at course committee, your representative can it forward for you. If there is a wider issue that you feel needs raising, your representatives can take the issue to the class to gather data with the assistance of the programme manager. Please note that only academic matters should be raised at course committee meetings and any non-academic concerns should be raised at JSCC (Joint Student Consultative Committee) by your representatives.

Programme Director

Students are also encouraged to speak with their Programme Director if they have any concerns or feedback they wish to share. This can be in an informal manner or by formally requesting a meeting.

Course Evaluations

Course evaluations will be circulated by the Programmes Team at the end of each teaching component. The entire content of student feedback on all components of the MBA Programme is considered by the Programme Director. Feedback on individual courses is also examined by the course teacher and relevant academic area head. A summary of all feedback, by course and overall, is reviewed by the Course Committee and will inform end of term, and course review, discussions with each lecturer and the Programme Director. A summary of all feedback is also provided to the Dean and the Head of Degree Programmes.

Course Committee members will address and discuss constructive criticisms and suggestions and, if agreed, will feed such suggestions into the forward planning of the course; decisions will be reported via the Course Committee minutes and course representatives. Responses are anonymous.

Divisional and University Feedback

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: www.ox.ac.uk/students/life/feedback

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 Managers 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](#) 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.

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, the Head of Student Welfare, 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 organising disability-related study support. Your disability contacts at Saïd Business School are [Gemma Sheppard](#), Disability Coordinator and [Maxine Hewitt](#), Disability Lead.

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 Programme Managers in the first instance. Conduct related issues should be brought to the attention of the [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 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.

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

7.3. Student societies

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: <http://www.ox.ac.uk/students/selfservice/ousu>

7.4. Policies and regulations

The Oxford Saïd Code of Conduct

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. The code of conduct forms part of the student conduct and etiquette policy which all students are required to familiarise themselves with prior to the start of their course. The complete policy on [here](#) on Canvas.

Lost Items Policy

There is a small charge for replacement of lost items, such as access cards and locker keys, which must be paid via the Online Store. If an item has been stolen rather than lost/broken we are able to provide a free replacement if we receive a Crime Reference. Please refer to the [Lost Items Policy](#) on Canvas for further information.

Equal Opportunities and Welfare Policies

The University of Oxford and its colleges aim to provide education of excellent quality at undergraduate and postgraduate level for able students, whatever their background. In pursuit of this aim, the University is committed to using its best endeavours to ensure that all of its activities are governed by principles of equality of opportunity, and that all students are helped to achieve their full academic potential. This statement applies to recruitment and admissions, to the curriculum,

teaching and assessment, to welfare and support services, and to staff development and training.

Recruitment and Admissions

Decisions on admissions are based solely on the individual merits of each candidate, their suitability for the course they have applied to study (bearing in mind any requirements laid down by any professional body), assessed by the application of selection criteria appropriate to the course of study. Admissions procedures are kept under regular review to ensure compliance with this policy.

We seek to admit students of the highest academic potential. Except in respect of the college admitting women only, all selection for admission takes place without reference to the gender of the candidate. All colleges select students for admission without regard to marital status, race, ethnic origin, color, religion, sexual orientation, social background or other irrelevant distinction. Applications from students with disabilities are considered on exactly the same academic grounds as those from other candidates. We are committed to making arrangements whenever practicable to enable such students to participate as fully as possible in student Life. Details of these arrangements can be found in the University's Disability Statement, and information will be provided on request by colleges or by the University Disability Co-coordinator.

In order to widen access to Oxford, the University and colleges support schemes which work to encourage applicants from groups that are currently under-represented.

None of the above shall be taken to invalidate the need for financial guarantees where appropriate.

The Curriculum, Teaching and Assessment

Unfair discrimination based on individual characteristics (listed in the statement on recruitment and admissions above) will not be tolerated. University departments, faculties, colleges and the central quality assurance bodies monitor the curriculum, teaching practice and assessment methods. Teaching and support staff have regard to the diverse needs, interests and backgrounds of their students in all their dealings with them.

Further details of these services are included in the Proctors' and Assessor's handbook, available here at <http://www.proctors.ox.ac.uk/handbook/>

University 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.

If you are considering making a complaint, the first step is to raise your concern with the person or service responsible for the matter it relates to. In the majority of cases, the matter will be resolved informally by that person or service. If you remain dissatisfied, however, you can raise your concern through the appropriate formal mechanism.

Complaints about the University's academic, administrative and support services, and academic appeals, can be made via the Proctors' Office, an independent service within the University. It will be handled by professional caseworkers (known as 'clerks') and supervised and decided on by one of the Proctors. The Proctors are senior officers and trustees of the University whose specific role is to scrutinise the institution's business to ensure compliance with the proper rules, procedures and practices.

The complaints and appeals procedures are available in detail on the following pages:

[University Student Complaints Procedure](#)

[University Academic Appeals Procedure](#)

8. Facilities

8.1. Social spaces and facilities

Catering Services

All food services at Saïd Business School are provided by [BaxterStorey](#). Links to an external site. BaxterStorey is a dynamic independent contract catering company specialising in business catering, who have been working with the School for over 15 years. Their enthusiasm, flair and experience are reflected in the service they provide.

Information on the catering services provided at the School, including opening hours and cashless account system, can be found here on [Canvas](#).

8.2. Workspace

Study Space

Some high-quality, informal spaces are available in the business school for group based study as follows:-

- Lower Reading Room in the Library
- Common Room
- Garden Room

Seminar Rooms

In the first instance it is advised to use the spaces above for study, however, should a private space specifically be required for academic related activity students may book small seminar rooms by visiting the Reception desk in the Entrance Hall, where an access card to the room(s) in question can be collected in exchange for the student's University Card.

The following information is applicable to the booking of seminar rooms:-

- Students are required to keep these rooms tidy and not to occupy any rooms without first booking; these rooms are often required as meeting rooms for faculty and staff members, as well external clients.
- Room bookings for students may only be made in person and cannot be done via telephone or email.
- Seminar rooms can be booked between 8am and 11pm, for a maximum of 4 hours and no more than 1 week in advance. Should the access card not be collected within 20 minutes of the start of the booking, the room may be released should it be required by another user. During very busy times (such as the exam period) the maximum booking length may be reduced to 2 hours.
- If additional facilities are required for a seminar room booking, such as AV set-up, please contact the Conference team on 01865 288846 or email conference@sbs.ox.ac.uk.

If you have any queries relating to the booking of seminar rooms, please contact the Reception Manager on 01865 288496.

Teaching Spaces

If you wish to book a teaching space (lecture theatre or classroom) for academic related activity, please contact your Programme Manager.

Events

If you intend to plan a student-organised event please contact your Programme Managers in the first instance.

Space for fitness classes

If you wish to book a space for a fitness class for a group of Oxford Saïd students, the following information is applicable:

- Your requirement should be coordinated via your course social representative, who will liaise and book with the conference team
- Bookings can be made up to 1 month ahead, subject to availability
- The activity must be considerate to other users of the school and the volume of any music kept to a level that would not cause disruption
- The group should be made up of Oxford Saïd students only

8.3. Libraries/museums

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 Saïd Business School, your access card will allow you entry into the library until midnight every day.

8.4. IT

On behalf of the School's IT team we'd like to welcome you to the business school and in doing so invite you to take a five to ten minutes to view our new IT induction video.

Video: <https://vimeo.com/sbsav/2018launch>

Password: 2018Intake

The video provides an outline of the School's IT services and support, to share with you an overview of what to expect from our IT colleagues when you arrive.

The School's IT team includes our experienced and knowledgeable IT Service Desk who will be available to help you on-site, in person with any and all IT questions, issues and queries. The team are conveniently located in Main Reception and are available from 8am to 6pm to help you in person. No appointment is necessary; the IT Service Desk is a 'drop in' service for all staff, faculty and students.

If you have any IT questions in advance of arriving the team can be contacted on it@sbs.ox.ac.uk or +44 (0) 1865 288868 and will be happy to assist.

Alongside the School's IT team, the University and your college also have independent IT officers or teams to help support you. We'd like to present the School's IT team as your first destination for all IT questions and queries and we can then liaise with the University's central IT teams on your behalf.

"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

Wi-Fi

Before you have activated your SSO (Oxford Single Sign On)

1. Use _TheCloud
 - a. What is _TheCloud? _TheCloud is the UK's largest public Wi-Fi network for fast and reliable internet connectivity. Many of the colleges and departments in the University of Oxford use _TheCloud for public and guest Wi-Fi access, immediately available when you arrive on campus
2. Connect to _TheCloud and open your browser, you will be redirected to _TheCloud logon page
3. On first using _TheCloud you'll be asked to setup an account, by providing an email address and setting a password. If you have used _TheCloud previously use your existing email and password
4. Thereafter your device will connect _TheCloud automatically

After you have activated your SSO

1. Use eduroam
 - a. What is eduroam? Eduroam provides free Wi-Fi in all University of Oxford locations including the School. Eduroam is a global service providing free Wi-Fi globally to education institutes.
2. On your device go to https://register.it.ox.ac.uk/self/remote_access
3. Click to 'Register for a Remote Access account'. If you have been setup with a Remote Access account already the page will advise of this, if not please click to set up a password and await the confirmation email
4. Then on your device go to <https://cat.eduroam.org> and choose Oxford University as your institution
5. Download and run installer (and corresponding certificates) for your device type
6. You can then use your SSO as your username and corresponding password to gain access
7. Need help, then go to <http://help.it.ox.ac.uk/network/wireless/services/eduroam/>

Oxford Single Sign On (SSO)

Up to three weeks after you have submitted your University Card form to our Admissions team you will receive your 'Oxford Single Sign-On' account logon. Also known as your SSO this account allows you to access all of the School's online resources once your programme begins.

You will receive your SSO by email. As such, make sure you look out for an email from 'registration@it.ox.ac.uk' with the subject 'Oxford registration credentials'. When you receive your SSO please click on the link in the email to activate your account. Activating will take no more than ten minutes to complete.

Further information about your SSO is now available on the MBA Pre-Arrivals site at <https://my.sbs.ox.ac.uk/content/it-preparation-online-access-1> If you have any questions regarding your SSO then please contact our IT Service Desk who

will be happy to assist.

Email Account

You will be provided with a School email address; firstname.surname.mba18@said.oxford.edu . For example alastair.reid.mba18@said.oxford.edu . You will also have two aliases; firstname.surname@sbs.ox.ac.uk and firstname.surname@college.ox.ac.uk .

All three addresses are linked together to one mailbox. @said.oxford.edu is an email address and mailbox for life and will be the primary address for communications from all colleagues in the School.

Your email mailbox is an Office 365 account with 100Gb of storage. This is accessible on any browser via OWA web access <https://portal.office.com>

Access via all common emails Client (e.g. Outlook, Mac Mail) on your laptop or desktop can be setup alongside mobile access for Apple (iOS), Android, Blackberry, Windows. Instructions available by emailing it@sbs.ox.ac.uk or by visiting the IT Tech Bar.

Forwarding to personal email account is not supported.

Answers to the common questions on email asked by many incoming students can be found on the MBA Pre-Arrival site <https://my.sbs.ox.ac.uk/content/it-preparation-oxford-email-address-2>

Software and Hardware Discounts

Apple Education Store

http://store.apple.com/uk_edu_5000754

Create a UNiDays account with 'University of Oxford' as your qualifying institution

You will need your Oxford Single Sign On (SSO) setup to gain access

Dell Discounts

Please go to <https://webapp.dell.epsilon.com/EMEA/UltraCVM/Coupons/Register/DAEUK?c=GB&l=en>

Enter your school email address to receive a voucher.

Please then enter this code at the checkout.

Student Software (including Office 2016)

<https://e5.onthehub.com/WebStore/Welcome.aspx?ws=5eb07b75-83fe-dc11-89b0-0030485a6b08&vsro=8>

You will again need your Oxford Single Sign On (SSO) setup to gain access

Sophos Anti Virus

<http://help.it.ox.ac.uk/viruses/index>

Click on 'Download Sophos' from the right hand menu

You will again need your Oxford Single Sign On (SSO) setup to gain access

Canvas

Canvas is an online learning platform that serves to highlight course information, timetables and the handbook itself. The Canvas site can be found here: <https://canvas.sbs.ox.ac.uk/login/saml>