



Master of Science in Financial Technology

Level 9, 90 ECTS

Programme Handbook

Foreword

Welcome to DBS where we will help you realise your ambition. We have an international reputation for delivering a high-quality student experience and our intention is to do everything we can do to support you during your time with us.

Dublin Business School (DBS) is Ireland's largest independently owned, third level institution. Our campus is in Dublin's city centre and comprises four buildings where nationalities from over 95 countries participate in a bustling and thriving student life.

We offer programmes across a range of disciplines from business to data science, cybersecurity to artificial intelligence, marketing to psychology, accounting and finance through law, film and creative media. We are committed to enabling strong academic outcomes through employer-led programmes and continuing to deliver an out-standing student experience.

This year coming contains many significant challenges for higher education providers due to the COVID-19 pandemic. At DBS we will meet this challenge head-on and draw on our experience of delivering high-quality teaching and learning through hybrid and multi-modal learning. Our utmost priority is the protection of your health and safety and DBS actively commits to government guidelines and protocols in order to ensure this. We will also do everything we can to maximise the opportunities for you to be on campus as much as possible and this will mean that some of your learning will be on campus and some will be online. You will find the specific details in your online timetable as well as in your Module and Assessment Guides.

The information contained in this handbook is crucial to your learning. It provides important information on your programme, your assessments and the key individuals you will meet. For these reasons we want you to constantly read and refer to this handbook and use it as a key information source during your time with us.

We are dedicated to ensuring that you have a rewarding and fulfilling experience while studying at DBS and intend that, through your programme of study, you begin to realise your ambitions and your career goals.

Good luck on your journey!

Kerry

Dr Kerry McCall Magan

Head of Academic Programmes

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Section 1 Programme Information

Welcome Message from Course Director

Welcome Hello and a very warm welcome to Dublin Business School. My name is Richard O'Callaghan, and I am the Course Director for your Financial Technology (FinTech) programme.

You have made the right choice on deciding to study at Dublin Business School. We are Ireland's largest independent third-level institution, offering a range of undergraduate, postgraduate, and professional programmes in Business, Arts and Law. Your choice to study Financial Technology will enhance your personal, academic, and professional development.

DBS has built on a reputation of "Excellence through Learning" and we pride ourselves on our ability to design and deliver programmes which are academically rigorous and innovative whilst ensuring they meet the demands of an ever-changing global business community. All faculty members are experienced tutors who are specialists in their chosen field. As well as being highly qualified academically, they also bring a wealth of industry experience to the classroom. Our tutors are actively engaged in consultancy and research and this feeds directly into your learning experience.

I look after the undergraduate programmes which include the BA (Hons) in Accounting and Finance, and the postgraduate programmes, the MSc in Financial Analytics and the MSc in Financial Technology. I work closely with your Programme Coordinator Aditya Shankar and your lecturers. Some examples of areas that I can assist with include:

- Academic planning and choices
- Assignments and Examinations
- Decisions around stream choices.

Your student portal is also a one stop shop for accessing your email, timetables and more. I would like to note the DBS email assigned to you. It is important that you correspond with DBS staff using this email only. We will send a number of important communications to this email during your studies. This information and more, is available in your Student Handbook, which can be accessed via students.dbs.ie/academic operations

It is appreciated that new students each have particular needs. This handbook is designed to provide you with much of the information you will require in the first few weeks of your programme of study. It will aid your study immensely if you familiarise yourself with the contents of this handbook and keep it somewhere safe. It is to be used in conjunction with the Module and Assessment Guides that you will also receive via Moodle. We hope you enjoy your time with us here in DBS and look forward to helping you during your learning journey. I am here to help you with the academic side of your programme from now until you graduate, and beyond.

Please do not hesitate to contact me on richard.ocallaghan@dbs.ie if you have any questions.
Best wishes to you all for a great year!

Richard

Acting Course Director for Accounting and Finance

1.1 Programme Administration

If you have any questions or concerns about any aspect of your course, or a problem relating to any aspect of your time here at DBS you should contact your Course Director or Programme Coordinator. If they cannot tackle the question or problem themselves, they can help you identify the person who can and they will refer you on to them. Below is short description of the people you will meet on your programme:

- **Course Director**
The Course Director has responsibility for ensuring academic quality and standards for learners (particularly in the areas of teaching, learning and assessment). They are the academic lead in the discipline area and are a key contact point for programme team liaison and co-operation. They work to ensure programmes contain high quality teaching and learning and are committed to enabling strong employer-aligned, academic outcomes.
- **Programme Coordinators**
Programme Coordinators provide administrative support on programmes and ensure all learners are provided with full details of their programme of study. They are the first point of contact for learners on a range of issues such as programme queries, deferrals, personal mitigating circumstances (PMCs) that may affect their learning.
- **Module Leader**
The Module Leader is the Lecturer responsible for the module. Their primary function is to lecture and assess learners on subjects or modules according to the programme document. Their duties and responsibilities relate to teaching, assessment and completion of the module. Module leaders work hard to ensure a high quality teaching and learning experience for all students.

1.2 Main Points of Contact for the programme

	Name	E-mail
Programme Coordinator	Aditya Shankar	aditya.shankar@dbs.ie
Course Director	Richard O'Callaghan	richard.ocallaghan@dbs.ie

1.3 Programme Team

In DBS, email addresses for lecturing staff are as follows: firstname.lastname@dbs.ie

This is an indicative list and is subject to change.

Module Name	Lecturer(s)
Stage 1	
FinTech: Markets and Services	Richard O'Callaghan Brian Coffey
Quantitative Financial Modelling	Lynn Monaghan Monika Smatralova Hubert Misztel
Information & Cybersecurity Management	Jerome Murray Darren Redmond
Blockchain and Distributed Ledger Technologies	Paul Laird
Research Methods 1	Dr Ciara Devine
Stage 2	
Data Analytics & Machine Learning for Finance	Dr Shahram Azizi Sazi Terri Hoare Dr Amir Esmaeily
FinTech Regulation	Joy Mulkerrins Richard O'Callaghan
Data Analytics and Machine Learning	Clive Gargan Kunwar Madan Paul Laird
Applied Financial Analysis	Philip Hickey Richard O'Callaghan
Innovation and Entrepreneurship in FinTech	Tim Bicknell Richard O'Callaghan Kean Gilbert
Applied Research Methods 11	Ciara Devine Abhishek Kaushik Tim Bicknell
Stage 3	
Applied Research Project	Supervisors tbc

There are also other valuable points of contact and support in DBS such as [Student Services](#), the Student Engagement and Success Unit, [Student Welfare and Support](#), [IT Helpdesk](#) and the award winning [DBS Library](#). Your DBS Handbook and the [DBS website](#) will contain more information on these and other great DBS services and supports.

This year coming contains many significant challenges for higher education providers due to the COVID pandemic. At DBS we will meet this challenge head-on and draw on our experience of delivering high-quality teaching and learning through hybrid and multi-modal learning. Our utmost priority is the protection of your health and safety and DBS actively commits to government guidelines and protocols in order to ensure this. We will also do everything we can to maximise the opportunities for you to be on campus as much as possible and this will mean that some of your learning will be on campus and some will be online. You will find the specific details in your online timetable as well as in your Module and Assessment Guides.

Section 2 Programme Details

2.1 Aims of the Programme

Financial Technology arms decision makers with the tools to make sense of an increasingly complex world. By combining internal financial information and operational data with external information such as social media, demographics and big data, FinTech is addressing critical business questions with unprecedented ease, speed, and accuracy.

This programme aims to produce graduates with the skills and attributes to meet the demand for modern day decision makers. Learners initially develop advanced practical skills in essential areas such as predictive financial modelling while also acquiring theoretical knowledge in areas such as financial services regulation and methods for undertaking research. Through the Masters programme, graduates will understand the core principles of finance, be equipped to utilise data analytics, machine learning, apply the appropriate financial analytic models, and inform business decision making in an ethical context. This programme provides knowledge and skills in the area of predictive financial modelling, applied Financial Technology, financial risk management, behavioural economics and finance, financial decision-making, data analytics and machine learning, intelligence and visualisation as well as information and cybersecurity management. It also aims to incorporate practical skills in each module for the professional development of learners to enhance their employability options. This will enable learners to integrate seamlessly into any commercial enterprise by demonstrating analytical ability, curiosity, resilience, leadership, self-management, teamwork and effective communication skills.

The Master of Science programme also comprises two Research Methods modules, which focuses on research and development skills. This module will inform the learner's choice of an Applied Research Project for those who complete the Master's programme. Learners on the Masters programme will further their research and analytical skills and gain experience in the development and completion of an applied research project in an area of specific interest.

The Applied Research Project is specifically designed to encourage learners to formulate industry focused 'problem' statements. Learners will then be supported by academic supervisors and introduced to industry mentor in their chosen field of contemporary research. Through this process learners will have the opportunity to research, ideate, develop and innovate solutions to create value for real world financial decisions makers.

The overall aim of the programme is to produce graduates with strong proficiencies in the application of Financial Technology in a contemporary and evolving data driven environment, whilst also enhancing the practical technical skills of the learners.

The Master of Science programme specific aims are to:

- To enable learners to develop in-depth knowledge and analytical skills in current and developing financial technologies
- To provide learners with a deep and systematic knowledge of the management of Financial Technology in organisational and regulatory contexts
- To facilitate the development by the learner of applied skills that are directly complementary and relevant to the workplace
- To identify and develop autonomous learning skills for the learner
- To develop in the learner a deep and systematic understanding of current issues of research and analysis
- To enable the learner to identify, develop and apply detailed analytical, creative, problem solving and research skills
- Provide the learner with a comprehensive platform for career development, innovation and further study. Enable learners to develop in-depth knowledge and analytical skills in current and developing financial technologies.

2.2 Programme Learning Outcomes

The proposed Master of Science in Financial Technology is located at Level 9 award on the National Framework of Qualifications (NFQ). There is one embedded programme within the Master of Science in Financial Technology, a Postgraduate Diploma of Science in Financial Technology. The Postgraduate Diploma is offered as a separate entrance and exit award.

On successful completion of the Master of Science in Financial Technology, graduates will be able to:

MIPLO	Learning outcome
MIPLO1	Critically appraise the operations of financial markets, banking institutions and financial service providers, interpret the potential commercial impact of new technologies, the impact of the internet environment on the distribution of financial services, and associated financial innovations.
MIPLO2	Evaluate the appropriate regulatory frameworks governing the evolution of Fintech applications and services and formulate effective solutions to the appropriate data governance and cyber-security challenges.
MIPLO3	Synthesise financial data and execute the core competencies of quantified financial analysis; collect, formulate and extract value from large data sets while analysing the appreciate opportunities that the evolving access to unstructured data create.

MIPLO4	Assess theoretical financial principles in the context of the disruptive and innovative Fintech ecosystem, critically evaluating the barriers to entry, and the commercial viability of the Fintech solutions across the financial services industry within a problem solving teamwork environment.
MIPLO5	Demonstrate a proficiency in the use and application of a range of quantitative tools and techniques in solving complex problems utilising large data sets. Transform, analyse and effectively communicate (visualize) information from complex data sets.
MIPLO6	Critically appraise the regulatory challenges and the commercial potential of Distributed Ledger (Blockchain) Technologies, interpret case studies and industry research to develop a Fintech application that addresses a viable gap in the financial services marketplace.
MIPLO7	Evaluate the practical application of the core (risk-reward) fundamentals of finance, categorise the various sectors of the financial service infrastructure and compose, formulate and communicate value enhancing strategies and solutions.
MIPLO8	Discriminate between the data governance, regulatory and technological challenges facing Fintech providers, interpret, and contextualise the existing and the potential threats to data protection and cyber security.
MIPLO9	Develop research philosophies, research design and data collection techniques to assemble qualitative and quantitative data for applied research. Create, construct and present a viable Fintech applied research project.

Programme synopsis

The programme aims to incorporate practical skills in each module for the professional development of learners to enhance their employability options. This will enable learners to integrate seamlessly into any commercial enterprise by demonstrating analytical ability, curiosity, resilience, leadership, self-management, teamwork and effective communication skills. Semester two also comprises an Applied Research Methods module, which focuses on research and development skills. This module will inform the learner's Applied Research Project in Semester three (FT). The Masters is a 1 year full-time, 2 years part-time programme of three 10 ECTS and seven 5 ECTS taught modules, and a 25 ECTS Applied Research Project.

2.3 Programme Structure

Master of Science in Financial Technology

FinTech Markets and Services
(10 ECTS)

Quantitative Financial Modelling
(10 ECTS)

Information and Cybersecurity Management
(5 ECTS)

Blockchain and Distributed Ledger Technologies
(5 ECTS)

FinTech Regulation
(10 ECTS)

Data Analytics and Machine Learning
(10 ECTS)

Applied Financial Analysis
(5 ECTS)

Innovation and Entrepreneurship in FinTech
(5 ECTS)

Research Methods
(5 ECTS)

Applied Project
(25 ECTS)

2.4 Teaching and Learning Strategy for a multi-modal environment

The teaching and learning (T&L) strategy refers to the teaching modes, approaches and activities that the lecturer will use to help you work toward achieving the learning outcomes for the module.

Examples of T&L modes include:

Mode	Description
In-class	Where the lecturer and all the students are in the class
Live Online	Where the lecturer and all of the students are online at the same time
Hybrid	Where some of the students are online and some are in the class and the lecturer is either in-class or online
Pre-Recorded	Where the lecturer pre-records a session
On Demand	Where the lecturer has prepared teaching content or activities and made it available to you online for you to engage with at your own convenience

Examples of T&L approaches include:

Approach	Description
Lecture	Where the lecturer presents or talks about concepts, ideas, topics or theories
Tutorial	Where the lecturer and students engage in a discussion
Workshop	Where the lecturer and students engage in activities either collectively or in groups
Lab Demonstrations	Where the lecturer or students demonstrate processes usually on a computer

Examples of T&L Activities include

Activity	Description
Case Study	Students review real-world examples of what they are learning about
Guest Speaker	A practitioner talks about real-world examples of what students are learning about
Group work	Students are divided into groups to work on a particular activity
Peer Review	Students review and comment on other students' work
Peer discussion	Students engage in a discussion about a topic which the lecturer observes and can contribute to
Quizzes	Students work through a series of short questions
Practical Exercises	Students carry out an individual task during the class
Peer Presentations	Students present either individually or as a group to their fellow students
Controlled Debate	Students are divided into groups and argue the merits of a specific stance on a topic usually determined by the lecturer
Reading	Students engage in a reading activity and either write or report back on what they have read
Watching Videos	Students analyse videos and have peer discussions on what they have seen
Peer Pairing	Students are split into pairs. Individually they carry out a task and then swap their work for the other student to review.
Role Play	Students act out a scenario from the real world for the whole group

Typically, a timetabled class will take place in one mode or another, for example through online, in-class, recorded or hybrid mode. Although the on-demand mode can be used on its own or with any of the other modes.

Usually, the lecturer will adopt the same approach for the length of each timetabled class, so your class will be a lecture or a tutorial or a workshop or a demonstration. However, the lecturer may mix approaches during a class. So, for example, the timetabled class may start with a lecture before moving into workshop and then finishing with a tutorial approach.

Lecturers can also draw on any of the activities above, and others not mentioned above, during a class whether it is online, hybrid or in-class. However, some activities and approaches are better suited to some modes.

You will find the specific details of which mode applies to which module in your online timetable as well as in your Module and Assessment Guides.

Should you have any queries, please do not hesitate to contact your Programme Coordinator or Module Leader.

Section 3 Assessment

3.1 Introduction to Assessment

The purpose of assessment is to ensure that you achieve the learning outcomes of each module. Learning outcomes are statements that specify what you will know or be able to do as a result of a learning activity. Assessment types will include practical, continual assessment, reports, group activities and exams.

It is important that you familiarise yourself with the format and number of assessments, assessment weighting, and due dates. These are published in the Module Guide which is available on [Moodle](#). An Assessment Brief is also published for each individual piece of continuous assessment. This will give details on the format, weighting, and due date, as well as set out what task you are required to complete in the assignment. It also gives the marking scheme for each assignment, and you should use this to guide your completion of the assignment.

All assessments are marked and graded by your lecturer and are reviewed by an internal moderator and an external examiner. This is to ensure fairness, consistency of marking and the correct standard across all assessment. Results are always provisional until they are approved by the External Examiner and are processed through the programme Exam Board. The purpose of an Exam Board is to formally ratify results and determine award classification (for more information please refer to the [Quality Assurance Handbook](#)).

The assessment schedule is below and Moodle syncs with the Student Dashboard to provide a calendar of deadlines. The schedule lists the due dates for all your assessments due over the academic year. The schedule ensures that the workload is balanced across the academic year. Any extension requests need to be considered in light of this schedule, as changes might risk clashing deadlines, so it is very important to be aware of the potential impact of changes to assessment dates. The exam timetable is published on the [exam page](#) in the DBS current student area and is usually available about four weeks in advance of the exam period.

Your goal is to achieve the highest mark possible in your assessment. In order to do this, it is expected that learners:

- Complete ALL assessment components.
- Submit all assessment on time as indicated on the assessment specification.
- Complete all parts of each assessment.
- NEVER copy/plagiarise or submit content that is not yours by ensuring that you apply the correct referencing standard. DBS uses the Harvard Referencing style. A guide to this can be found [here](#).
- Always ask your lecturer if you are not sure about any requirements, not your fellow students.
- Always complete the required number of questions in an exam.

- Practice writing out answers for end -of term exams by doing [previous papers](#), in particular hand writing answers to ensure that your writing is legible.
- Always write/type your ID number on any assessment or exam script.
- If you require support for exams/assessment, ensure that you have completed the appropriate paperwork and submitted it to the [Learner Supports Services](#) well in advance of any assessment or exam dates.

3.2 Assessment Brief

Master of Science Assessment Schedule

Stage 1

Module	ECTS	Assessment	Weighting	Due Date
FinTech: Markets and Services	10	Individual Research & Analysis Group	30%	Wk 2
		Research & Analysis	30%	Wk 6
		Exam	40%	Wk 15
Quantitative Financial Modelling	10	Individual Research & Application	50%	Wk 7
		Group Research & Application	50%	Wk 12
Information and Cybersecurity Management	5	Individual Report	50%	Wk 4
		Group Research and Reporting	50%	Wk 9
Blockchain and Distributed Ledger Technologies	5	Individual Report	50%	Wk 5
		Group Research and Reporting	50%	Wk 11
Research Methods 1	-	Assessed in conjunction with Research Methods 11	-	-

Stage 2

Module	ECTS	Assessment	Weighting	Due Date
FinTech Regulation	10	Individual Research & Analysis Group	30%	Wk 2
		Research & Analysis	30%	Wk 6
		Exam	40%	Wk 15
Data Analytics and Machine Learning	10	Individual Research & Analysis Group	30%	Wk 3
		Research & Analysis	30%	Wk 8
		Exam	40%	Wk 15
Applied Financial Analysis	5	Individual Scenario Report	50%	Wk 7
		Exam	50%	Wk 15
Innovation and Entrepreneurship in FinTech	5	Group Case Study & Presentation	100%	Wk 5
Research Methods 11	5	Research Problem Statement	20%	Wk 3
		Research Proposal	80%	Wk 10

Semester Three

Module	ECTS	Assessment	Weighting	Due Date
Applied Research Project	25	Artefact/product demonstration	40%	Wk 3
		Presentation	10%	Wk 10
		Project Report	50%	Wk 12

Overview of Assessment Submission

Semester 1													
Module	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Exam
FinTech: Markets and Services													
Quantitative Financial Modelling													
Information and Cybersecurity Management													
Blockchain and Distributed Ledger Technologies													
Research Methods 1													
Semester 2													
Module	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Exam
FinTech Regulation													
Data Analytics and Machine Learning													
Applied Financial Analysis													
Innovation and Entrepreneurship in FinTech													
Research Methods 11													
Semester 3													
Module	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Exam
Applied Research Project													

All assessment in this programme conforms to the DBS assessment regulations informed by *QQI Assessment and Standards, Revised 2013*. Special regulations are defined on the course schedule. Where a learner is found to require additional learning support, the Learner Support Coordinator Jane Buggle will identify appropriate support or an alternative assessment instrument. This will be agreed with the Registrar's Office and will be in accordance with the DBS Assessment Regulations. Please refer to DBS Quality Assurance Handbook (QAH) for further details.

3.3 Reassessment

Reassessment must assess the same learning outcomes as the prescribed assessment, and therefore all reassessments will conform in structure and subject matter to the original assessment, with the scope of group assessments being reduced as appropriate for individual assessment.

3.4 General Submission Requirements

1. All relevant provisions of the Assessment Regulations ([QAH Part B Section 5](#)) must be complied with, in addition to the requirements set out in the Assessment Brief:
 - Students are required to refer to the assessment regulations in their [Student Handbooks](#) and in [Part B Section 5 of the Quality Assurance Handbook](#).
2. Assignments should be submitted through the appropriate link on the module Moodle page (unless explicitly excepted by the lecturer). Assignments not submitted through Moodle may not be graded.
3. Online assignments must be submitted **no later than the stated deadline**:
 - Late submissions (up to 14 days) will receive the Late Submission penalty (see [QAH Section B Part 5.4](#));
 - After 14 days, late submissions will be awarded **0%**.
4. Extensions to assignment submission deadlines will be not be granted, other than in exceptional circumstances:
 - To apply for an extension please go to <https://students.dbs.ie/registrar-office/dbs-faq> and download the *Assignment Extension Request Form*, to complete and return, with supporting documentation, to your Programme Coordinator;
 - Ongoing exceptional circumstances can be considered for deferrals. To apply for a deferral, submit the completed *Personal Mitigating Circumstances Form*, with supporting documentation, to your Programme Coordinator
5. Students are required to retain a copy of each assignment submitted.
6. Dublin Business School penalises students who engage in Academic Impropriety (i.e. plagiarism, collusion, copying, essay mills, etc.):
 - Refer to the [QAH Part B Section 3.3](#) for further information on Academic Impropriety and the potential penalties;
 - Refer to the [Library](#) for information on correct referencing, and support classes.

3.5 Awarding Body and NFQ Level

This programme has been validated and approved by the Irish state agency, QQI (Quality and Qualifications Ireland), responsible for validating all third level programmes in Ireland. The programme is positioned at Level 9 on the National Framework of Qualifications (NFQ), a framework for the development, recognition and award of qualifications in Ireland.

3.6 Useful links and tips

Door codes for Bow Lane and Balfe Street are available at Reception desks.

Once registered, a learner should use the calendar in their student email account for personalised timetables.

Timetables can be sync'd with mobile devices, see <https://www.dbs.ie/about-dbs/news-and-events/2018/05/17/dublin-business-school-moodle-app> for more information.

- . www.dbs.ie
- . <https://elearning.dbs.ie/> (Moodle)
- . www.mydbs.ie (student email)
- . tts.dbs.ie for generic timetables
- . <https://library.dbs.ie/>
- . Lorls.dbs.ie (to access your reading list online)
- . esource.dbs.ie (repository of student and faculty research)
- . servicedesk.dbs.ie (to log support queries or issues)
- . Moodle App available for download (Play Store and iTunes): <https://elearning.dbs.ie/>

If you have any problems with your timetable or require technical support, please log a ticket at servicedesk.dbs.ie.

Section 4 Academic Calendar

The academic calendars can be found on the DBS website:

<https://students.dbs.ie/academicoperations/academic-calendars>

It shows the term dates, as well as reading weeks, the Christmas break and the exam session, including the repeat exams.

Section 5 Quality Assurance Handbook

All programmes delivered by DBS are delivered within a robust and established quality assurance infrastructure encapsulated by a *Quality Assurance Handbook*. This is available on the DBS website: <https://students.dbs.ie/registrar-office/qah>.

5.1 Key Assessment Regulations

Quality Assurance Handbook

Quality Assurance Handbook – Key Assessment & Regulations Reminders

LIMITED ASSESSMENT OPPORTUNITIES
Students generally only have FOUR (4) opportunities to complete a module successfully and do not defer the sitting, it still counts as an attempt
Dissertation modules usually allow TWO (2) opportunities.
Students who Exhaust their opportunities will be Withdrawn from their programme

PMCs
Personal or medical circumstances which impact a students' ability to complete an assignment or sit an exam. PMCs must be submitted to your Programme Coordinator within 7 days of the deadline or exam sitting. PMCs are not automatically approved. PMCs require supporting evidence where available.

NO REPEAT FOR HONOURS
QQJ programmes are subject to the regulation that a student cannot receive an Honours award (First Class Honours, etc) if they have passed a module at Award Stage on a repeat attempt.
If you repeat an Award Stage module, your award will be capped at a Pass.

LATE SUBMISSION PENALTY
Unless an Assignment Extension has been approved, a penalty will be applied to reduce a grade if an assignment is submitted after the deadline. Submissions will not be graded if these are received more than 2 weeks after the original deadline.

ACADEMIC INTEGRITY
Academic Impropriety (eg cheating, plagiarism, collusion, ghost-writing) are serious offences, and appropriate penalties will be applied if identified.
Students found to have committed A.I. may be subject to a Fail grade (see No Repeat for Honours) or Withdrawn from the college.
The Library has classes and support guides on Academic Referencing, Urkund, etc.

APPEALS
Appeal, Verification of Results, and View Script Requests can only be submitted within 7 working days of the release of final results. Students are advised to refer to the Appeals Policy closely before submitting an Appeal, to understand what is considered Grounds for an Appeal. Appeals based on disagreement with the academic judgement of the examiner are not considered grounds for an appeal. Appeals submitted without evidence, or as an incomplete request, will not be investigated and cannot be refunded.

PMIC FORM

LEARNER SUPPORTS

ASSESSMENT EXTENSION REQUEST FORM

APPEALS, VERIFICATION, VIEW SCRIPTS POLICIES & FORMS

LIBRARY SUPPORT - REFERENCING

Section 6 Conclusion

We hope you have found the programme handbook helpful. If you have any queries, please contact your Course Director or Programme Coordinator. Their contact details can be found in Section 1 of this handbook.

Enjoy your time at DBS!