



PRIFYSGOL  
**BANGOR**  
UNIVERSITY

BANGOR BUSINESS SCHOOL - EXECUTIVE EDUCATION

# Chartered Banker MBA

Welcome Pack  
April 2014 Intake

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**Chartered Banker**

Leading financial professionalism

[charteredbankermba.bangor.ac.uk](http://charteredbankermba.bangor.ac.uk)

## About this Handbook

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We regret that the authors are unable to enter directly into any correspondence relating to or arising from this Handbook. Any comments on this work would be welcome and should be addressed to:

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## Using this Handbook

There are four parts to this Handbook:

### Section 1: Welcome to your studies

This gives information on what to expect from your studies.

### Section 2: Essential Information

This section aims to answer many of your questions about how the programme operates its rules and regulations, procedures and so on. However, it cannot hope to answer every question nor anticipate every circumstance in which you might require advice and assistance. So the other function is to signpost you to key members of the team who will be pleased to support you in any way possible. A regularly updated version may also be accessed via the online resources module in Blackboard.

<http://blackboard.bangor.ac.uk>

### Section 3: Harvard Referencing System

A guide to using the Harvard Referencing System which is Bangor University's preferred system for referencing assessments.

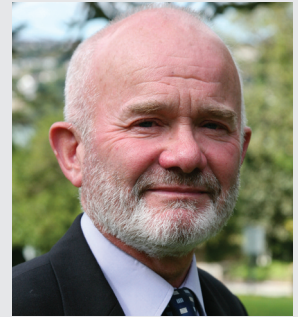
### Section 4: Copy of the Code of Practice of The Chartered Institute of Bankers in Scotland

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## Section 1: Welcome to your studies

Associated Video: Introduction Part 1: Welcome to your Studies

On behalf of the Chartered Banker MBA administration team and the associated academic staff, welcome to the Chartered Banker MBA programme. It is our belief that you will gain tremendous benefit to your professional development from this unique programme and that the time you spend in contact with us will be both enjoyable and interesting.



### Registration with Bangor University

Before you begin your studies, you must confirm your registration with Bangor University. This is done online and is a two-step process. You will receive an email from the Academic Registry and the Chartered Banker MBA team which gives instructions on how to do this. Please ensure that you complete the process within two weeks of joining the programme.

### MBA Schedule

The schedule for each semester is sent to you under separate cover. It is also posted in the online resources module within Blackboard. Please familiarise yourself with the schedule and ensure that you know when your assignments are due for submission, the dates on which the online supported sessions will be held and the dates of the revision sessions and examinations.

### Revision Sessions

Core modules benefit from an intensive, one-day revision session each semester, held at our Bangor campus or at other locations as may be advised from time to time. This will be followed immediately by the examinations. We also arrange guest speakers during this period. Final arrangements for the Revision Sessions will be sent to you separately.

### Library Access

The digital photograph which you upload as part of the registration process will be used to generate a library card for you. This may also assist you in gaining readers rights at local academic libraries.

### Use of Email

It is important that we have up-to-date contact details for you, as correspondence with students will be conducted by email. If your company does not permit personal correspondence to your work email account it is essential that you provide us with an alternative and that you check this regularly.

As a student on the Chartered Banker MBA programme you will automatically be allocated a Bangor University email account. This will be used by the University Administration Departments such as the Academic Registry and Student Records to issue information relating to re-registration, graduation etc.

If you prefer not to maintain several accounts, you can redirect your Bangor University emails to your personal address. Instructions on how to do this will be given during your one-to-one induction session.

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Please also note that Bangor University's IT Department will never ask you to confirm your email address or login via an email. All emails issued by Bangor University's main administrative departments are issued bilingually – in the Welsh language first, followed by the English translation. If you do receive any emails asking for your login please ignore and delete them. If in doubt, you can refer them to the CBMBA team who will advise whether they are genuine.

### Online Tutorials

Each module which you will study on the CBMBA programme benefits from a series of online tutorials delivered by the Module Director. These will either be sessions recorded using Panopto and released via Blackboard at set times in the semester, or live sessions held using the WebEx online video conferencing system.

The schedule of live online tutorials is posted into the individual modules in Blackboard, under the "Video Conferences" tab during the first week of semester. Please ensure that you familiarise yourself with this schedule to ensure that you are aware of when live sessions will take place.

### Panopto

Panopto is the system used by Bangor University to deliver recorded lectures. Typically, this involves the Module Director creating slides and key themes in short videos that last between 30 minutes – 1 hour. The recordings are made available in each module in Blackboard. Instructions on how to access the recordings can be found in the individual modules within Blackboard. Please note that due to the nature of this software it is not possible to download them to your own computer for viewing. You will need to have an internet connection whilst watching the recordings.

### WebEx

WebEx is the system used on the CBMBA programme to deliver live, interactive tutorials. Each module has 3 live sessions in a semester, at the start and the mid-point, with the third for core modules being held prior to the revision sessions and examinations and that for electives around 10 days before the assignment is due.

We realise however that given the nature of this programme, students may not be able to attend the live sessions for many reasons. All sessions are therefore recorded and made available in the individual modules in Blackboard within 72 hours of the session. To view the recordings, you will need to download the WebEx player from the Additional Resources (and then Useful Items) section of the Online Resources module and install it on the computer(s) you intend using to view the recordings.

If you are unable to attend a live session but have an issue that you wish the module director to cover, you may choose to either post this in the discussion board in an individual module or email your query to the CBMBA team; they will then pass it on to the module director who will respond during the session. The response will then be available in the recording.

If you have questions arising from a recorded session, please contact the office who will pass on your query to the Module Director.

### Sponsored Students

If you are sponsored by your company and part of your sponsorship agreement is that your employers receive copies of your results, you must complete a copy of the "Results Release" form which can be found in the online resources module within Blackboard. Results will not be released to employers without receipt of a signed copy of this form.

Please remember to inform us if you subsequently change employers or if the terms of your sponsorship change, as we will continue sending copies to the person(s) nominated on your form until you either complete your studies or advise us otherwise.

### Chartered Banker Institute Membership

As stated on the application form, in order to gain and maintain Chartered Banker status, all students on the CBMBA programme must join the Chartered Banker Institute Scotland. If you have not already done so, please inform the CBMBA team who will arrange for a membership form to be issued to you.

### Induction to the Programme

All students joining the CBMBA programme are required to attend an online induction with our dedicated Learning Technologists. The induction lasts for approximately 30 minutes, during which time they will ensure that the necessary software is installed on your computer and that you are able to navigate the various online platforms that you will use during your studies.

These sessions are normally held on a one-to-one basis during the first few weeks of semester; instructions on how to book your session will be sent out by email during your first week of studies.

### Local Tutorials

Some partner institutions may provide local tutorials for students in their jurisdiction. These tutorials may look at how the materials covered in a module apply in a local area while the CBMBA Office welcomes the application of concepts to local conditions. The advice given in local tutorials does not constitute a formal part of the programme.

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