

**MANUAL FOR STUDENTS
(FOR QUALITY IN LEARNING)**

Introduction

Address of the Dean

Prof. Dr. Shyqeri Kabashi

Congratulations on your choice to study at Biznesi College, and, in particular, to become part of the College in one of the excellent programs offered by this College.

This manual aims to provide you with information on how to produce quality work and achieve the best possible results in your studies.

The main purpose of “Biznesi” College is to help you benefit from an excellent education, so that you can have your position in society, as a well-qualified and highly skilled graduate. The college provides the teaching support and framework needed for your studies. Success can only be achieved through your personal commitment and dedication to hard work throughout the study period together with our staff.

This manual, with the information it contains, aims to familiarize you with the study process in Biznesi College, with the environment that you will have available and to provide the necessary instructions, to serve in increasing the effectiveness of your studies, in order to realize the potential of the demands of yourself.

For you, students who are trying out for the first time, this handbook will provide an important cognitive foundation for the path you must follow to be prepared to prepare for a new world.

The purpose of the Quality and Professional Preparation Handbook is to provide you with practical and easily accessible information about the study process to achieve a high level of education. This handbook will provide you with ideas, suggestions and guidance to enable you to achieve academic success by doing quality work and being able to present this work in a timely manner.

We suggest you to read the Handbook and refer to it throughout your study process - but also remember that it is only a general guide!

For specific requirements, please be sure to refer to your unit guides and learning system management to get specific details about each unit's assessment requirements.

If you have any further questions, please contact the relevant academic staff, who are responsible for your units.

I wish you success.

Thank you!

Our commitments:

We engage in the highest quality research and education possible to achieve a positive impact on the preparation of staff to bring about change in our country, in the region and beyond.

Our values:

Biznesi College is known as one of the main academic institutions in Kosovo, which offers quality studies in the field of economics, emergency management and law. The College offers scholarships for students, internships in the public and private sectors, linkage of studies in support of the market economy and vocational training in several similar disciplines.

The programs and activities of the College so far have been verified by independent experts, our partners and international experts, who consider our institution very positively in providing quality education for the young generations.

Our specific values

We uphold and respect the values of human rights, social justice and individual diversity, pursue our mission and vision, and are committed to achieving:

- provision of a common and convenient environment for all staff and students;
- academic integrity, transparency and accountability in the internal governance of the College;
- recognizing and rewarding excellence in research, education and everything we do to provide services that will guide science and human development;
- upholding the principles of responsible education, sound management and development effectiveness, which are standard in the regional and global area;
- Commitment to ensuring cooperation with all local, national and international education stakeholders.

Study Programs:**a. Bachelor**

1. Banking and Business Finance,
2. Management and Economics,
3. Emergency Management,
4. General Law;

b. Master

1. Management and Finance,
2. Emergency Management.

c. Research Centers

1. Aims of Learning

At Biznesi College, your education is conducted to prepare you for your life after graduation, for employment and career development.

You will gain the necessary knowledge, skills and knowledge networks to confidently build a successful career.

As a graduate student at Biznesi College, you will gain the ability to operate in a global and frequently changing world that is adapting to the social and economic environment.

Our courses are designed to develop attributes that go deeper and beyond current circumstances. They provide opportunity to understanding and acting competently to acquire a functional career content.

Biznesi College prepares its graduates to be:

1. Responsible and effective citizens in local, regional and global social and economic activation, who:

- engage in an internationalized world,
- display intercultural competence, and
- demonstrate ethical values.

2. Critical and creative researchers who produce innovative solutions to problems, apply research skills to a range of challenges, and communicate in a perceptive and effective way.

Each course in Biznesi College has syllabi and accompanying information, which you can read in the content notes on: the website of the College.

During your studies, you will notice a specific emphasis on these notification and learning objectives - they are referenced in each unit or branch guide where you study and support the design of assessment tasks that will be required during the university studies.

Biznesi College monitors the effectiveness of the approach of the study period guided by the objectives for teaching and learning by ensuring that the learning processes are adequate and substantive.

Learning security is defined as “the systematic collection of educational information, as well as the review and use of information related to educational programs offered by the College, in order to improve learning and adequate student development.”

In accordance with the standards set by KAA, Biznesi College undertakes regular evaluation of student work, in order to improve teaching and learning practices.

The work so far defines Biznesi College as an institution of higher education that is highly accountable for its promises, but it is also a tool to support the ongoing work in an adequate contemporary form, for the continuous improvement of our educational programs.

In the following chapters of this handbook, we explain the impacts of these College practices on your process and development and approach to study.

Professors and mentors

Teachers and mentors have a key role to play as motivators and facilitators of your learning. They are capable and always ready to help with your studies. You can contact them in person and using your email account. Their email addresses are usually listed in the unit guide on the website or can be obtained from direct contacts at the scheduled consultation time.

It is important that these relationships are used appropriately and respectfully. Your requests should be adequately expressed when contacting your instructor or mentor.

Communication via email is an official communication channel. Therefore communication in emails should start with “Dear” In addition, it is important to include your unit student code in all emails as well as your professor's name when emailing the lecturer.

Academic staff can usually be contacted during their consultation hours which can be found in the unit or Branch guide in Moodle, posted at their door or outside the main branch office of the respective incoming unit.

We remind you that two students have a mentor for consultations and other requests for the process of conducting the learning activity.

Role of internet based sources

“Biznesi” College uses the Moodle learning management system in E-learning, which offers you the opportunity to access the Internet, to obtain the necessary information, both educational or administrative, as well as useful material for your deeper studies.

Biznesi College website contains more information about the College on educational policies, cross-curricular opportunities and all other administrative matters.

The role of student services, course managers and coordinators

The Student Services Team of “Biznesi” College is the first stop for any questions regarding any of your requests for enrollment, counseling and exam results and other requests outside of these matters. The service administrative team can help you get information on the complexity of study policies and advanced systems, and help you with questions about academic performance issues, course progress, and related issues. When appropriate, for your activity, the Student Services team will refer you to contacts with staff, course (program) coordinators or other relevant staff.

Additional important information

Information on various aspects of life at Biznesi College, such as: study resources, course and academic information and support services, is available online at www.kolegjbiznesi.com

An excellent resource for students is available through linking students in Economics, Emergency and Law.

College Website at <http://kolegjbiznesi.com/Default.aspx?ID=1>.

The site contains important links, information about courses and units, admissions and registration of applications, and branches of study programs, exams and results, administration, study resources, calendars and schedules, IT and informatics, support services, career and practical employment, as well as clubs and associations like Alumni.

Participation and attendance of lessons

Lectures are essential to your performance as a student.

The lectures provide the necessary material you need to have for your needs to understand the general and specific nature of the study.

Important concepts and analysis can be referred to by the lecturer and put into context for you. In many learning units, some or all of the lecture material can be found in Moodle in video format. This makes it necessary for you to attend lectures and to have review lecture materials provided by Moodle.

Classes are also a vital part of your studies. They reinforce the lecture material and offer you an opportunity to discuss materials presented in direct lectures or via the internet, as well as to ask questions about any ambiguities you may have.

They also provide you with opportunities to develop your oral communication skills. The material presented is not only designed to give an overview on a topic but to facilitate understanding of the issue under discussion. When there are alternative views on an issue, you need to learn to articulate, approach critically, and evaluate these different positions.

Special consideration and extension of the submission deadline for the assignment and evaluation

If you are unable to complete a portion of the assignment or exam due to exceptional circumstances, you may apply for another chance through special review, to ensure equality and equal approach for all students.

The College has clear policies and procedures for special reviews. The following websites offer:

Key information: www.kolegjbiznesi.com

Students must complete an application form when requesting an extension of time to submit an assignment or exam. Reasons to allow such an action, which include short-term periods, are some circumstances beyond the student's control, such as illness, accident, personal trauma, family matters, emergency situation or injury, etc. Once you are convinced that applications should be made, you should consult with your mentor, coordinator, program facilitator, course instructor or staff responsible for evaluating the application and providing access to further proceedings.

Workload

To be successful, you will need to devote a considerable amount of time to self-study outside of class.

This time should be spent reading, preparing for lectures and practical work hours, preparing and exercising homework, and so on. As you have to spend more hours in a 'browsed hours and lectures' model, it is essential to look at the program and the subjects, tools and literature before each lesson in order to get the most out of the approach of student at the learning center.

Reliance on yourself

At College you are expected to be more independent and self-reliant than during previous periods of your schooling experience to date. In contrast to the teachers in the school, at Biznesi College there is a large number of professors, lecturers and assistants to teach you, who make up the academic staff and are usually engaged in each unit of the program. They are happy to help you when you need it and turn to the appropriate academic staff member and be clear about what you want to discuss with them.

As an independent student, it is also your responsibility to attend lectures and classes regularly as required by the program. At the same time it is necessary to do the preparatory work, and the submission of all assignments in order to be evaluated on time.

Time management

As a student of Biznesi College, you have to learn to manage your time. This applies to the fact that students have a lot of time available outside of scheduled hours. Therefore they need to balance their commitments, carrying out both family engagements and study.

Assessment in a study unit (program subject) will usually contain some compulsory activities for the student, such as: reviews, lectures, assignments, essays, colloquiums and formal exams.

Literature reviews, online tests with multiple solutions, reports, case studies or oral presentations. These are just a few examples of what may be required. Whatever assignment is given, it is vital that you read and understand exactly what you are asked to submit. Details of all assessment assignments for each unit are provided in the unit guide, which you will have access to from the first week of each semester. If you are still unsure about the requirements and need

clarification, seek advice from the program providers and your professors: mentor or lecturer. When there is group work in a learning unit, you are expected to manage your groups and group tasks effectively.

A high standard of integrity and honesty is expected of you at the completion of your duties.

Any form of fraud, such as plagiarism, quasi-collaborations or 'buying an essay', will be penalized under the College Student Discipline procedures. It is never worth to risk. Always do your job, work to the best of your ability and plan your time carefully.

The final grade that a student receives in a course/subject will be determined by the professor, chief examiners, taking into account all aspects of assessment (participation in classes, inter-activity, tasks performed, your ideas through essays and so on). Processes for requesting reviews of work results or remarks for more information can be found here: <http://www.kolegibiznesi.com>

Biznesi College has established procedures to ensure that students are properly and accurately registered in the learning register, a process that is overseen by program providers and the dean. This is especially the case after participating in exams where any possible failure should be noted by the professor and assistant and all academic staff according to affiliation, to confirm that a passing/failure grade is appropriate for the knowledge presented.

All learning outcomes are reviewed by the Dean, professor and assistant professor or other teaching associate, other orientation data can be found on the website of Biznesi College.

Exams

For details of exam regulations, please refer to the electronic or figurative schedule on the College's visual screens.

Students are expected to have the highest standard of honesty during official exams.

We do not want students to be caught cheating during exams, which leads to formal disciplinary proceedings. This is a very serious matter and ends with severe penalties, such as expulsion or suspension from the College.

Results

At the end of each semester, after the completion of the exams, a team (Board) of exam evaluation is put into action. Its meeting is held to confirm the results, taking into account the student performance as a whole. The confirmed results are then published within the date set in the calendar of the main activities of Biznesi College. Passing students are evaluated in categories (grades) 6-10.

Access to learning

Successful college study requires the same amount of commitment and effort required for a full-time job. This means cultivating independence and taking authorial ownership and

responsibility for learning, especially in terms of managing your time; balancing your study with other commitments; in developing an effective approach to learning etc.

In this chapter, we discuss the importance of self-reliance and active learning as essential qualities for success in College. We consider some of the different teaching and learning approaches, as well as activities you are likely to encounter from the first days until your graduation, to be of particular importance to your progress and success in gaining knowledge about the desired skills.

Becoming an active student in learning

As a student at Biznesi College, you will be challenged to move beyond simply memorizing and describing information and facts. Each unit offered by Biznesi College teaches you how to use the critical and analytical thinking process, as an individual and as a member of a team. This prepares you for the world of work and further study because this knowledge is vital to your ability to succeed and innovate working throughout your life.

Within each unit, you will also learn to communicate clearly, confidently and appropriately to a wide variety of audiences.

For these reasons, Biznesi College will increasingly support them in active, collaborative ways of teaching and learning, which include team-based tasks as well as other activities for maximum benefit. Aim to be actively engaged in the learning process in the learning unit.

Advances and innovations in specific areas of study occur through systematic research and substantive research and inquiry.

Knowledge evolves as researchers challenge, confirm, and modify experiences of previous meanings.

This is known as academic research and discovery. You will also engage in this process as you integrate and apply knowledge, concepts and theories as part of your learning process.

When investigating an issue for an assignment based on evidence and literature, you need to review and integrate a range of perspectives. Demonstrate for yourself how a single topic can be made, based on evidence and literature that result in different positions. Once you have formed your answer and structured your work in writing, express it. You need to tell your readers how you came to that view or you came to those conclusions.

The ideas and views you read in the literature function as the building blocks of your response. In your writing, do not explain to your readers only the evidence that has led you to your point of view, you are only expressing those thoughts, opinions that are evidence-based ideas and are not always relevant and ultimately evaluated because an innovation can be overturned by a next innovation from you.

Critical thinking

Critical and analytical thinking enables you to take an objective approach to knowledge, concepts and theories. This will allow you to:

- integrate contradictory or even conflicting ideas from a variety of sources;

- define or improve your position on an issue or topic;
- justify knowledge and explain how parts work together (analysis);
- evaluate the strengths, weaknesses, advantages and disadvantages of knowledge (critical approach).

This emphasis may differ from the way you approached the study in the past. For example, before you might have expected to have a fair answer, or just two sides of an issue or topic. At College, you are expected to explore many perspectives, synthesize them, and incorporate your ideas and perspectives. This will enable you to reach your consistent and reasoned decisions and judgments.

Thinking critically, there are different approaches or questions that you need to consider when reviewing the literature on a particular topic.

1. Identify the argument:

- What is the main point of the author?
- Does the author use emotional or one-sided language?
- What is the author asking you to accept or assume?

2. Identify how the evidence is used:

- Does the author compare one situation with another?
- Does the author apply a general principle to a specific case?
- Is the principle applicable?
- Does the argument recommend a specific action?
- Would this action involve any undesirable action?

3. Identify unclear words:

- Do they lack definitions of a word?
- Are those words used constantly?

This process allows you to create a unique argument or thesis and provides evidence to justify your position. Once you have looked at the material critically, you can then consider how these factors work in your work process for the study or work.

The ability to read and write critically shows that you are outstanding and able to reason judgments based on evidence and arguments. This shows that you understand academic conventions.

Many students may feel uncomfortable by 'experts' as asking adds to the burden, but as a College student, you are an initial member of a global community of scholars, made up of academics and researchers, so you should ask. It is further expected that by thinking, reading and writing critically, it is seen that academic conventions are no longer appropriate.

Approach to teaching and learning

Teaching and learning are managed in appropriate ways. In the studies of the programs attended by the students in Biznesi College, more traditional methods are used, with a focus on the student, including lectures and instructions. Some professors offer a lesson method where you first navigate through the online lesson, before attending the lesson.

“Student-centered” learning activities in a classroom environment are interactive, and the focus of the teaching and learning approaches you may encounter must be determined on the most flexible way of learning.

The instructor requires the student to take responsibility for preparing to learn, even before attending a lesson.

Whatever the approach, consistent review by you is essential to the learning process and should be defined before your lesson begins.

Learning methods

There are many different forms of learning. You may prefer a visual approach, the use of audio material or another method. You may need quiet environments in which to study, or you may prefer to listen to music while you work. You can best find online the answer to the written materials about the teaching materials for the lessons.

It may be more helpful to start your study from a broader or global perspective of the topic. Alternatively, you may prefer to start with the details and build a global view from there. It is helpful to try different ways of learning, to expand your study approach.

Regardless of your preferences, you need to be independent until you decide what works best for you. Consider how a particular approach helps you study better. Reflection on the evaluation results and feedback from the academic staff member marking your work will assist in this process.

Working independently and relying on yourself also means that you need to know what is not working for you and seek help.

As professors warn students of areas in which improvement is required, it is ultimately the student's responsibility to reflect on this response and respond appropriately. If you need further assistance, visit the College Digital Library.

The research and learning point will be a good first step. Searching the College website will also provide information about other services needed by students during the learning process.

Learning in the given discipline

As you continue your study, you will find that approaches to knowledge in different disciplines of study at Biznesi College vary in several ways that are convenient for you. Understanding such variation will help you adjust your thinking changes and access to all of your study units (subjects). This is especially true if you are a registered student, i.e. studying in another faculty, especially when you are studying in a first year unit of law, economics, or emergency. The way you approach, think and structure information will be different from the way you approach time management. You have the opportunity to use different forms of data and evidence, and by applying critical thinking, analysis in ways that are specific to the unit and its discipline.

To develop an understandable analysis, you need to think about your units in the following terms:

- type of data and information used;
- how data and information are integrated, analyzed and criticized;
- how to use data and information as evidence in addressing issues and topics;
- the manner of presenting data and information in written form.

This will help you develop your approach and ensure that it is characteristic of your discipline.

Preparation for the lessons

Preparing for College classes requires a pre-reading. For example, preparing for a lecture may require reading the background in order to gain an understanding of the material. Reading for such a class, a lesson and many details or seminars may require a much deeper and more detailed approach, including completing a test for yourself or a short quiz, to demonstrate your understanding of materials. Nevertheless an active rather than passive approach to reading is required.

Active reading includes:

- reading to understand;
- critical reading to integrate, analyze and evaluate ideas.

Engaging with lectures

Lectures and classes are an integral part of your learning. Whether online, recorded with audio or live tutorial, they provide you with the general framework and relevant approaches to your topic during the week.

They enable you to engage with the content of the unit, the academic staff and other students. Even though you are able to download materials and listen to lectures online, attending lectures is important, so you will gain a better understanding of the topic, as well as a clearer direction for your further work in the unit.

Lessons include activities designed to deepen and broaden your understanding of the topic.

To get the most out of lectures, you need to approach them in a systematic way. You may feel a little lost when you start a unit because the ideas and language used may be new. You may also need time to orientate yourself to your teacher's individual communication style.

It is important in these situations to practice active rather than passive learning skills. In order to do this:

- make sure you have completed the pre-reading (often specified in Moodle);
- download the slides before the lecture as a guide for your preparation;
- think about the topic in relation to the unit;
- note down new vocabulary or terminology;
- Talk to your group (generation) friends about content.

Engaging at classes

Lessons such as tutorials, seminars are designed to help you learn by engaging in discussion-based tasks and activities that bring content to practical ways. Just as it is important to attend or engage in lectures, it is important to attend all classes. In fact, teachers can also set grades for active participation in lessons. Active participation is a good way to overcome barriers to accessing learning.

Students are sometimes reluctant to attend classes, that is, to be active with their thoughts, to enrich or clarify the topic for which it is taught. The lesson will be more complex if you offer your opinion, even to an unfamiliar audience, especially if this learning style is new. The important thing is that you learn to express your point of view clearly and without hesitation.

If you feel shy about participating in the debate during the lecture hour, the best way to prepare yourself is to think about asking questions. You can never predict the exact questions, but this preparation will help you develop a more flexible and secure approach to learning.

In study groups with your group (generation) peers, you can practice asking and answering these questions. It is also important to approach classrooms as spaces where all participants are aware, respectful and attentive to others, contributing each to active learning.

Get the most out of these learning activities. The key to participation is the goal of preparing for the topic. Depending on the nature of the unit, preparation may mean completing your pre-reader investigation, online resources, completing exercises, being prepared to discuss issues and answer questions, and then join discussions face to face and online making comments and asking questions.

Learning through the Internet

Online learning is an important part of your study. Most of your course materials, including the guide, are accessible through the College's dedicated Moodle site. Along with providing many of the required materials, the Moodle site provides you with an understanding of the overall program for the semester including resources, web links, assignments that are also an important space for teaching and learning.

Along with your face-to-face commitments and studies, you are expected to manage your time to complete all the tasks given online each week.

Tasks have been developed to consolidate and enhance your learning.

There is some flexibility regarding the time you work online and how much time you set aside for each activity, but it is your responsibility to build this component of your study, the lesson schedule.

Many hours will work on the assumption that you have completed preparing for activities. Therefore, the time will be set by you to pass the materials that will remain available for later review.

Online materials allow you more control over pace and access, but you should not take an easier opportunity than attending lessons. You will be required to complete online readings and

assignments, as well as follow-up lessons where your teaching is implemented through group activities. Most online materials include certain readings, short videos, discussion forums, links to further information, and short quizzes.

You may also be asked to complete multiple-choice question tests so that you can assess your progress and level of understanding.

These questions usually do not contribute to your grade. They can also be a hindrance, so it requires a correct answer, before you proceed.

Online learning programs are designed to engage, provide an information base, and prepare you for classroom consolidation.

Note on different learning contexts

All learning activities, whether face-to-face or online, require some form of note-taking. Receiving assistance for you to process the information you are learning and to assist in subsequent review. But you should not try to write down all the words of the lecturer during the lecture. Aim to record in your own words only highlights and key information. Adopt an active rather than a passive approach to taking notes.

This will enable you to work efficiently and effectively, as well as get the most out of your study time.

There is no one right way and one template recommendation to keep notes. You need to aim to create a style that suits your way. For example, some students like to write long notes, while others record only key words and periods. As you develop your style, you can consider what works for your classmates. For example, in a study group you can share your approach and learn from each other.

Use of abbreviations

Setting up a system of abbreviations will make taking notes more efficient. Examples of abbreviation techniques include:

- abbreviated words. For example, the word 'consumer' often used in marketing can be abbreviated as 'consum'.
- using mathematical symbols, such as =, arrows, for example, for 'increase', or \$ for 'decrease';
- create your own set of shortcuts and use them consistently.

Lectures

At the beginning of a lecture, a professor often provides a summary of the learning objectives and materials to be developed, usually linking it to the previous week's work. This helps you to form a framework or structure in your mind for the following details, helping you better understand and place the information within the context of the unit.

If you are writing notes, use a notebook rather than using loose paper, which can be easily mistaken.

Make sure the layout of your notes is clear. You must include any relevant information regarding the source of your notes.

For example, it is a good idea to write the name of the unit, the date of the lecture, the title of the lecture and the name of the lecturer. If you download slide for the lecture, make sure there is enough space to slide to record all your notes.

You may prefer to write notes directly on a laptop device during your lectures. Be aware, however, that recording notes in this way can be a passive practice. If you decide to type during lectures, make sure you actively engage with the material, including your thoughts and questions.

Some students use a linear system, such as the Cornell system, while others prefer brainstorming and conceptualization. In developing your style, look for resources available in the College, such as the website, library, or talk to a teaching or library skills advisor.

Revision

The review is the final stage and a three-step process to work with a new material:

first, pre-read the material;

second, developing an understanding of the material in your lectures and classes;

third, reviewing the material as part of a post-lesson strategy.

Pre-reading is your first exposure to new content and gives you the opportunity to understand the content in your own way, as well as formulate questions about those questions that you need to answer. Classes will give you perspective on gaining other knowledge and a chance to clarify thoughts. Review is definitely a very good step, because here you get your ownership, your material and your development, your perspective and conviction for achievements and prospects.

The topics you cover in your weekly program form a broad and in-depth picture of the lesson. Topics in the overall structure of the unit will help you study more effectively. This approach supports your ability to integrate ideas and think critically and analytically about your study material, as well as to evaluate and apply it in new situations. You should try to build a picture of the unit as a whole.

This can be achieved by:

- being aware of the learning outcomes for your unit (presented in the unit guide);
- asking yourself how the topics relate to each other;
- linking your weekly topics to these learning outcomes.

Discuss your weekly topics with group mates

You may find it helpful to form study groups with some group mates and meet informally for an hour or more. Each week you work with your study group, you can:

- explain any material or concepts you do not understand;
- explain to others your meaning of the concepts;
- identify gaps in your notes and include important information in them.

Teamwork requires you to work collaboratively on defined tasks. These tasks can be informal, team exercises completed in one hour, formal assessment tasks that require ongoing collaboration until the task is completed. Group size can also range from pairs to larger groups of three to six members.

Evaluating a team-related task is usually based on outcome, such as producing a report or presentation.

The purpose of group work is to enable you to undertake more detailed and comprehensive projects, leading to deeper learning. This is achieved through the combined talents of group members, contributing to knowledge, skills and ideas.

You also develop communication and teamwork skills such as planning, management, leadership and peer support.

A good start:

- Get to know each other and share availability and contact details;
- Decide on a common approach to communication, e.g., the Internet, file sharing, and documentation.

Management

- Discuss grade expectations;
- Analyze the task and make some initial planning.

Scheduling and meetings

You should arrange regular appointment times from the beginning of the assignment, including expectations and results for each appointment. Use a meeting agenda and record decisions made, assignments, and task progress.

This is an effective way to ensure that meetings are productive. In some units, developing structures and processes around a team appraisal task may be part of the unit appraisal. It also gives team members an opportunity to get acquainted with relevant issues, approaches to teamwork that will help them deepen their knowledge as future professionals.

Meeting agendas

An agenda is a summary of what needs to be covered during a scheduled meeting. Including time, date, attendance, a list of issues to be discussed, decisions to be made and problems to be resolved.

Decisions are presented in bold and agreed deadlines are in italics. Minutes can be distributed to the team to ensure that all members are clear about their responsibilities and tasks.

Contributions to the completion of the task

Leading meetings

Students can appoint a coordinator or group leader and share roles in the team set up to carry out the task, the team leader will plan the agenda and will be responsible for leading the meeting, ensuring that team members work harmoniously and tasks are shared together.

Online vs. face-to-face meetings

Recognize the advantages and disadvantages of face-to-face meetings versus online ones when deciding on meeting format. Consider the meeting agenda and decide on the most appropriate meeting format.

List of tasks to work together effectively:

- Plan and engage in regular meetings;
- Use a simple agenda to manage each meeting;
- Record decisions made and actions taken in meeting minutes;
- Ensure that all group members receive a copy of the meeting minutes;
- Consider the purpose you set for the meeting, whether the meeting will be face-to-face or online.

Efficiency

Before undertaking different tasks, make sure the group has a clear understanding of all the issues. If necessary, to clarify ambiguities, prepare a list of questions for the mentor, in order to gain greater clarity. Consider the strengths of each group member and determine a fair division of labor method. For example, it might be helpful to have all members involved in the process.

Exploration of the topic

Initially to identify and compare key arguments or issues, a team member may look for appropriate examples to support these issues, while others work in pairs to identify key points that support issues and the whole topic.

Management of workload

- Develop a common understanding of task requirements;
- Establish an agreed task addressing process;
- Determine a fair method of division of work;
- Monitor progress and give feedback during group meetings.

Communication

You need to communicate respectfully with each other. Make sure team members listen carefully to each other's suggestions.

Constructive discussion provides an opportunity to reflect on your performance, effort, and deliver results.

When commenting, focus on the positive rather than the negative options.

When you get opinions, do not take them or call them all as constructive. Try to create and recognize opportunities to learn from valuable thoughts.

Dealing with conflict

Problems usually arise due to group dynamics or task progress. If conflict arises, as a group you need to clearly identify the problem. Seek solutions to address the problem, allowing specifics, through developing an honest and constructive discussion. Focus on discussions about ideas rather than just one individual.

As a group, make any necessary changes and review your initial plans.

Conflict resolution can be challenging, however, students are encouraged to stay focused on finding solutions and work on any major issues as a team. Consultation with the relevant academic staff member should occur if no solution can be identified.

Common challenges

The study suggests that the most important challenges for students working in teams are difficult to coordinate schedules, as well as members who do not contribute equally ("free-riders").

Time management

One of the most important issues for undergraduate studies is time management. Time management is essential because the study involves a complex mix of tasks. University study involves processes that take place over time (such as the assignment process). You will often need to take an assignment, which requires scheduling and allocating the time needed for a range of activities (for example, pre-reading for classes, multiple assignments, and exam preparation). The time available for academic study also depends on the management of your external study activities. Time management involves scheduling tasks as well as using them effectively.

Exams

Examinations at the higher education institution determine more than just knowledge. Through them test the knowledge in advance, as well as test your ability.

For this purpose, it is important to:

- Apply your knowledge in new situations;
- Explain ideas and arguments clearly in writing;
- Solve problems.

Finally, exams are also a way to determine your success and readiness for the next phase of in-course learning.

Types of exams

You can have multiple-choice questions, so to prepare for multiple-choice questions you need to be very familiar with the detailed content of the learning units. In many cases, the differences between the correct and incorrect question options are subtle and require close and careful consideration. Study the analysis of multiple choice questions in advance before answering.

Prohibitions

Words, structures, images or ideas that you consider to be your own, but in reality are simply taken from someone else while studying the literature without quoting it, are called ‘plagiarism’; this has been taken very seriously by the College.

College regulations provide many details on how to act with academic integrity and avoid plagiarism, as well as some guidelines on how to cite and refer effectively.

What is plagiarism?

Whenever you use ideas from another source, you should clearly identify that source using a citation (within the written text) and a reference (in the reference list). This is also true when you use or base your ideas on data, audio-visual media or graphics. Any part of the work without quotes is plagiarism.

Plagiarism occurs when drafters claim ownership of words or ideas that are not theirs. It is ‘stealing’ the intellectual property of other creators, is not allowed within the work in the College and is considered unethical. If you copy expressions of ideas, such as text, images, or sentence structures without acknowledging the original creator, the College may take disciplinary action against you, which may result in the failure of a task or unit, or suspension or expulsion from the College.

It is also unacceptable to copy large amounts of information from other texts, even if the source is cited.

Your work should demonstrate your understanding of the ideas, rather than simply replicating someone else's ideas. Examples of plagiarism include:

- paraphrasing the work, words, structures and/or ideas of other people and presenting them without citing the original source;
- copying other people's work, in whole or in part;
- presenting designs, codes or images of other people as your work;
- use of phrases and passages literally without quotation marks and / or without proper citation of the original source;
- reproduction of lecture materials without proper evaluation;
- using the same structure and/or flow of the argument as another source;
- cutting and pasting another person's work into a new document and claiming it is yours;
- presenting a task (yours, or someone else's) that has been presented before including in another institution;

- presenting an assignment that has been prepared by someone else as your work;
- Introducing a group task as your individual work.

Plagiarism is not just about published texts, but can also happen if students copy or base their work on that done by other people, including other students. It is usually acceptable for students to discuss ideas and develop arguments with other students, but, unless the task is clearly outlined where the group work is expected, the final product should be based on your ideas, research, and conclusions.

Academic integrity: is the moral code of the academy. It involves the use, generation and communication of information in an ethical, honest and responsible manner.

Bad academic behavior: means the conduct by which a student seeks to gain for himself or herself or another person an advantage that is unfair or unjustified in a course or academic unit and includes, fraud, collaboration and plagiarism. It can be intentional or reckless behavior.

Fraud: means to seek unfair advantage in a written examination, oral examination or internship, which is required to be submitted or completed for assessment in a course or unit of study and involves the re-admission of work that has already been assessed in another unit.

Agreement: means unauthorized collaboration in assessable written, oral, or practical work between two or more persons.

Plagiarism: means taking and using another person's ideas or the way they are expressed and passing them on as personal without giving due appreciation, including the use of material from any source, staff, students or the internet, published and unpublished works.

Work with academic integrity:

Use citations appropriately in your written work.

As explained earlier in this guide, when presenting your response to a topic that is expected to review the literature in the field and include the views of other authors. In this sense, the views of the authors are used as the basis on which you can build your argument.

