

**The University of Leeds**  
**EXTERNAL EXAMINER'S REPORT**  
**ACADEMIC YEAR: 2011-12**

**PART A: GENERAL INFORMATION***Subject area and awards being examined:*

<b>School of:</b>	<b>Subject(s):</b> International Business
<b>Programme(s) / Module(s):</b> Msc Management MSc International Business MBA	<b>awards: (e.g. BA/BSc/MSc etc.)</b>

The completed report should be attached to an e-mail and sent as soon as possible, and no later than 6 weeks after the relevant meeting of the Board of Examiners, to [exexadmin@leeds.ac.uk](mailto:exexadmin@leeds.ac.uk).

Alternatively you can post your report to:

**Head of Academic Quality and Standards,  
Academic Quality and Standards Team,  
Room 12:81, EC Stoner Building,  
The University of Leeds, Leeds LS2 9JT**

**PART B: COMMENTS FOR THE INSTITUTION ON THE EXAMINATION PROCESS AND STANDARDS*****Matters for Urgent Attention***

*If there are any areas which you think require urgent attention before the programme is offered again please note them in this box.*

None.

***Only applicable in first year of appointment***

*Were you provided with copies of previous relevant External Examiners' reports and the response of the School to these?*

***For Examiners completing their term of appointment***

*Please comment on your experience of the programme(s) over the period of your appointment, remarking in particular on changes from year to year and the progressive development and enhancement of the learning and teaching provision, on standards achieved, on marking and assessment and the procedures of the School.*

Over the period of my appointment I have been consistently impressed with the learning and teaching provision in International Business at LUBS. Starting on a very high level when I started as external, there have been year-on-year improvements with an increasing variety of modules as well as teaching, learning and assessment strategies that were also always thought-through, well-justified and appropriate for the programme level and the stated learning outcomes. The marking has always been to a very high standard and the amount and quality of feedback given to students exemplary.

I would also like to highlight the professional administration of the programmes over my period of appointment. All the individuals I have dealt with over the past three years, but <> and <> in particular, have been extremely friendly, helpful, professional and efficient.

## Standards

**1. Please indicate the extent to which the programme aims and intended learning outcomes (ILOs) were commensurate with the level of the award?**

- *The appropriateness of the intended learning outcomes for the programme(s)/modules and of the structure and content of the programme(s);*
- *The extent to which standards are appropriate for the award or award element under consideration.*

All the learning outcomes were appropriate for the programme(s)/modules and the structure and content of the programme(s). The standards were in line with the type of award.

**2. Did the aims and ILOs meet the expectations of the national subject benchmark (where relevant)?**

- *The comparability of the programme(s) with similar programme(s) at other institutions and against national benchmarks and the Framework for Higher Education Qualifications.*

Both aims and ILOs were comparable with those at other institutions I have been external examiner in the past.

**3. Please comment on the assessment methods and the appropriateness of these to the ILOs?**

- *The design and structure of the assessment methods, and the arrangements for the marking of modules and the classification of awards;*
- *The quality of teaching, learning and assessment methods that may be indicated by student performance.*

All assessment methods were appropriate to assess the ILOs. As I mentioned in my general comments above, teaching staff at LUBS have to be commended for their enthusiasm and dedication in developing creative and very topical assignment and exam questions.

**4. Were students given adequate opportunity to demonstrate their achievement of the aims and ILOs?**

- *The academic standards demonstrated by the students and, where possible, their performance in relation to students on comparable courses;*
- *The strengths and weaknesses of the students as a cohort.*

Yes

**5. For Examiners responsible for programmes that include clinical practice components, please comment on the learning and assessment of practice components of the curriculum**

n/a

**6. The nature and effectiveness of enhancements to the programme(s) and modules since the previous year**

*It would be particularly helpful if you could also identify areas of good practice which are worthy of wider dissemination.*

I have constantly been impressed by the strong integration of current research into the curriculum which I consider good practice and sets the teaching of IB at LUBS apart from other institutions where I have acted as external examiner.

**7. The influence of research on the curriculum and learning and teaching**

*This may include examples of curriculum design informed by current research in the subject; practice informed by research; students undertaking research.*

See previous comment.

## **The Examination Process**

8. **The University and its Schools provide guidance for External Examiners as to their roles, powers and responsibilities. Please indicate whether this material was sufficient for you to act effectively as an External Examiner?**
- *Whether external examiners have sufficient access to the material needed to make the required judgements and whether they are encouraged to request additional information.*

All materials I was provided with were sufficient for this purpose.

9. **Did you receive appropriate documentation relating to the programmes and/or parts of programmes for which you have responsibility, e.g. programme specifications or module handbooks?**
- *The coherence of the policies and procedures relating to external examiners and whether they match the explicit roles they are asked to perform.*

yes

10. **Was sufficient assessed/examination work made available to enable you to have confidence in your evaluation of the standard of student work?**

yes

11. **Were the administrative arrangements satisfactory for the whole process, including the operation of the Board of Examiners?**

yes

12. **Were appropriate procedures in place to give due consideration to mitigating circumstances and medical evidence?**

yes

### ***For Examiners involved in Mentoring Arrangements***

*If you have acted as a mentor to a new external examiner or have received mentor support please comment here on the arrangements.*

### ***Other Comments***

*Please use this box if you wish to make any further comments not covered elsewhere on the form.*

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Dear <>,

Thank you very much for such positive feedback on our programmes and for your invaluable input throughout your term as external examiner in LUBS. We very much appreciate your help and support.

It has been a pleasure working with you over the past three years

Yours sincerely,

<>

**Dean of Leeds University Business School**