

Postgraduate Diploma in Business Management (PGD)

How do I book for an Exam and/or submit an Assignment for the PGD?

Step 1 - Download from the ABE website a “Postgraduate Diploma in Business Management Examination and Assignment Entry Form”

Step 2 - Complete Entry Form and tick the Exam(s) you intend to sit and/or the Assignment(s) you intend to submit for the session

Step 3 - Send your Entry Form AND correct fees to ABE to arrive by **Thursday 1 April 2010** - Entry Forms received after this date will be charged a late entry fee of an additional £10 per subject

The **FINAL** closing date for accepting Entry Forms is Friday 9 April 2010 – Entry Forms received after this date will be rejected and returned to sender

Step 4 - **IF entering for an assignment, continue with Steps 4 and 5**
You must complete an ‘Assignment Submission Form’ for EACH assignment. This form should be used as a cover sheet and attached to the front of your assignment to be submitted for marking

Step 5 - Submit your assignment(s) together with the ‘Assignment Submission Form’ to your College or Business Education Associates (for private self-study students only)

Postgraduate Diploma in Business Management Non-EU Examination and Assignment Entry Form June 2010

This non-EU examination and assignment entry form must be completed **only** by candidates sitting ABE examinations **outside** the European Union (EU). It must not be completed by candidates sitting examinations inside the UK, the Republic of Ireland or other EU countries. There is a separate entry form for UK and EU candidates to complete. Failure to submit the correct form and payment could result in your entry being rejected.

Candidates intending to sit ABE examinations must be already registered with ABE and have an ABE membership number. The closing date for Registration as a new student: **Friday 5 March 2010**

Closing date for Examination and Assignment Entry: Thursday 1 April 2010

Entry forms received after Thursday 1 April 2010 will be charged a late entry fee of an additional £10 per subject examination and/or assignment.

FINAL Closing date for Examination and Assignment Entry: Friday 9 April 2010

Entry forms received after Friday 9 April 2010 will be rejected and returned to sender.

Closing date for submission of marked Assignment: Tuesday 1 June 2010

All assignments entered for the June 2010 Examination session must be **marked** (refer to regulations on page 2) and submitted to ABE by this closing date. Results for marked assignments received after Tuesday 1 June 2010 **will not** be released with examination results in August 2010 but will be deferred to February 2011.

Examination timetable

Date	Morning	Afternoon
Monday 7 June	<ul style="list-style-type: none"> • Corporate Strategy and Planning • Contemporary Application Development Methods 	<ul style="list-style-type: none"> • Corporate Management in Action (PGD) • Strategic Human Resource Management for Business Organisation • Integrated Marketing Communications
Tuesday 8 June	<ul style="list-style-type: none"> • Managing in Organisations • International Marketing 	<ul style="list-style-type: none"> • International Business Case Study • Internet Systems Development • Sustainable Tourism Planning and Development
Wednesday 9 June	<ul style="list-style-type: none"> • Strategic Business Management and Planning (PGD) • Islamic Finance 	<ul style="list-style-type: none"> • Organisational Resource Management (PGD)
Thursday 10 June	<ul style="list-style-type: none"> • Leadership and Change Management (PGD) • Relational Database Applications in Business • International Travel, Tourism and Hospitality • Contemporary Issues in Marketing 	<ul style="list-style-type: none"> • Corporate Finance • Performance Management and Reward
Friday 11 June	<ul style="list-style-type: none"> • Management of Financial Resources and Performance (PGD) • Managing the Information Resource • Strategic Hospitality Management 	<ul style="list-style-type: none"> • Strategic Marketing Management • Information Systems Strategic Management • Managing Organisational Change and Development

PGD subjects and Advanced Diploma subjects are shown above with the dates of examinations.

You must read the Examination and Assignment regulations on page 2 before submitting the entry form and retain for future reference

ABE Examination and Assignment regulations – Please read carefully

Advanced Diploma progression

- Students must pass **at least four subjects** in the Advanced Diploma before progressing to the Postgraduate Diploma in Business Management. However, **all five required** Advanced Diploma subjects must be passed before the Postgraduate Diploma can be awarded.

Subject entries

- There is no limit to the number of subjects which candidates may enter. Do not enter for subjects whose dates clash, **as the timetable cannot be rescheduled.**

Submission of Assignment

- Students must ensure that their assignment and Assignment Submission Form are submitted to the marker* with sufficient time for it to be marked and then to be forwarded to ABE by the closing date.

- Assignments must be **marked** and submitted by the marker to the ABE Head Office by:

1st June 2010 for results in August 2010

1st December 2010 for results in February 2011

Results of marked assignments received by ABE from the marker **after** the closing date for a particular session will be deferred to the next session.

*Marker of Assignment

• Accredited College

Candidates who have registered with a College which has been accredited by ABE to deliver the Postgraduate Diploma in Business Management should submit their assignment(s) to their tutor by the date set by the college. It is the responsibility of the student to ensure that the marked assignment is received by ABE on time.

• Independent (private self-study)

Candidates who have not registered with a College which has been accredited by ABE to deliver the Postgraduate Diploma in Business Management should submit their assignment(s) to Business Education Associates for marking.

Business Education Associates is an organisation created to provide a service exclusively available to students **studying privately** for the ABE Postgraduate Diploma in Business Management - email bea@edbusiness.co.uk to set a date for submission of assignment(s).

It is the responsibility of the student to ensure that their assignment(s) arrive at Business Education Associates by the agreed date in order that they are marked and passed on to ABE by the closing date for receipt of marked assignments.

Notification slip

- A notification slip will be sent to all examination candidates approximately **two weeks** before the examinations. If you do not receive your notification slip, you can print one from the ABE Members Area on the ABE website or request a copy from the ABE office **at least one week** before the examinations.
- **You must take the notification slip and personal identification (including a photograph) to every examination you sit.**

Transfers

- Candidates may transfer their examination and/or assignment entry to the next session, **December 2010**, providing the transfer request with £15 transfer fee is received by **Monday 17 May 2010**. The transfer cannot apply to any subject(s) other than the original entry.

Non attendance and non submission

- Examination and assignment fees are not refundable. If a candidate should fail to attend an examination or submit an assignment or withdraw after the closing date, the fees cannot be refunded.

- **In the event of illness**, and upon receipt of a medical certificate and transfer fee of £15 by **Monday 28 June 2010**, the examination entry will be transferred to the next examination session. December 2010 transfers will not be accepted without payment of the £15 fee.

Examination Access arrangements (reasonable adjustments)

- To meet its commitment to equality of opportunity, ABE will, as far as reasonably practical, endeavour to ensure access for people of all abilities, irrespective of physical capacity, in order that all candidates receive the same level of service and opportunity. Applicants for Reasonable Adjustments should email the Quality and Assessment Department at rasc@abeuk.com **no later than Friday 9 April 2010, the final closing date for examination entry.**

Conduct during examinations

- Books, dictionaries, written or printed material, programmable calculators, electronic dictionaries, personal organisers or other electronic aids are **not** allowed during the examinations (except in specific examinations where permission is explicitly stated on the question paper). **Their possession will result in disqualification from that examination session.**
- Candidates must **not** collude with or disturb another candidate or communicate with any other person (except an ABE invigilator) during the examinations.
- **Mobile phones or any other electronic communication devices** must be switched off completely before entering the Examination Venue. They must **not** be left on desks or used as calculators.
- Candidates who fail to comply with ABE examination regulations or commit any misconduct during an examination **will be disqualified from that examination session and all their scripts from that session will be cancelled.** Repeated or gross misconduct will lead to termination of membership of The Association of Business Executives.
- Question papers must **not** be removed from the Examination Hall. They will be available shortly after the examinations on the ABE website.
- **Candidates should not bring valuable personal possessions into the Examination Hall as ABE or its agents cannot accept responsibility or liability for loss or damage to personal possessions.**

Plagiarism

- The ABE will routinely check examination scripts and assignments for possible plagiarism. Plagiarism is where a candidate presents as his/her own work a piece of writing which has been copied from someone else. Where there is compelling evidence of plagiarism against a candidate, ABE reserves the right to disqualify all their examinations or assignments from a particular examination session.

Notification of results

- Candidates will be notified individually of their examination and assignment results, normally about two months after the examinations.
- Results will **not** be issued to any candidate who owes annual subscriptions or any money to the Association.
- Result slips indicate Pass or Fail and alphabetical grades (for details see syllabus); it is not the policy of the Association to disclose marks obtained.
- Award certificates are sent separately from result slips and should be received within **THREE MONTHS** after release of examination results.



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Non-EU Examination and Assignment Entry Form PGD in Business Management June 2010

To be completed **only** by candidates sitting examinations **outside** the European Union i.e. **not** in the UK, the Republic of Ireland or other European Union (EU) countries.

Please ensure that this form reaches the ABE office before the closing date: **Thursday 1 April 2010.**

NEW MEMBERS – If you have applied for ABE membership please submit your examination entry form now. Do **not** wait until you have received your ABE membership number.

This page must be completed in BLOCK CAPITALS and sent to ABE together with your selection of subject entries (page 4) and the correct payment.

Family Name

ABE Membership No.

Given Name

Date of Birth (e.g. 16031985)

Email

Full Address (Mark with X if NEW address)

Name of Town/City where you can sit the examination

Name of College where you are studying (if appropriate)

FOR OFFICE USE ONLY

Payment

- **Payment must be made by £ sterling (GBP) by cheque/draft drawn on a UK bank, by postal order or by credit/debit card.** Payment received in other currencies is **not** acceptable.
- Examination forms will **not** be accepted unless accompanied by the **correct payment**. Please write your full name and membership number on back of cheque/bank draft. Cheques must be made payable to ABE.
- Faxed examination entry forms will only be accepted if payment is made by credit/debit card. Forms with photocopies of bank drafts/cheques will definitely **not** be accepted. Please **do not** both fax and mail your examination form. Email examination entries will **not** be accepted.

Credit/Debit card payment form

I authorise you to debit my account with the amount of £

I wish to pay by VISA/Delta/MasterCard/Maestro/Solo/JCB/AMEX

My card number is

Expiry date

Valid from

Issue no.
(if applicable)

Security Code (last three digits on signature strip on back of card or four digits on front of AMEX card)

**IMPORTANT NOTE
YOU MUST PROVIDE THE
SECURITY CODE FOR
PAYMENT TO BE
ACCEPTED**

Cardholder Name

Cardholder Address

Postcode (UK address only)

Telephone no.

Fax no.

Cardholder Signature

Date

Payment enclosed OR Deduct from my Credit/Debit Card (see above)

Annual Subscription

£

Examination Fees

£

Assignment Fees

£

Please enter Total Payment

£

Non-EU Examination and Assignment Entry Form PGD in Business Management June 2010

To be completed **only** by candidates sitting examinations **outside** the European Union i.e. **not** in the UK, the Republic of Ireland or other European Union (EU) countries.

ABE Membership No.	Full Name

Please indicate which subject(s) you wish to enter by **CROSSING** the relevant box

Examination Entry

Fee per subject £50

- Strategic Business Management and Planning
- Organisational Resource Management
- Management of Financial Resources and Performance
- Leadership and Change Management
- Corporate Management in Action

Assignment Entry

Fee per subject £50

- Strategic Business Management and Planning
- Organisational Resource Management
- Management of Financial Resources and Performance
- Leadership and Change Management
- Corporate Management in Action

If you are entering an assignment for this session, you **MUST** ensure that you also complete an 'Assignment Submission Form' (see page 5) for each assignment and submit it along with a hardcopy of your assignment to your marker by the date they have set you. **Please read carefully the Submission of Assignment and Marker of Assignment sections of the regulations on page 2 to ensure that your assignment is submitted to the correct marker.**

Number of Exams entered: Number of subject Assignments entered: Total Payment: £

Please ensure that you have retained pages 1 and 2 containing the regulations and timetable.

I have read and accept the ABE conditions and regulations stated on this examination and assignment entry form.

Signature Date

Send this Examination and Assignment Entry Form to:

The Association of Business Executives
5th Floor, CI Tower
St. Georges Square, High Street
New Malden, Surrey KT3 4TE, UK

t +44 (0)20 8329 2930 f +44 (0)20 8329 2945
www.abeuk.com

PGD in Business Management June 2010 Assignment Submission Form (Non-EU)

This form must be completed and attached to the front of your assignment.
One form to be completed for each assignment. Copies of this form can be made as required.

Tick (✓) the subject assignment you are submitting with this form:

- Strategic Business Management and Planning
- Organisational Resource Management
- Management of Financial Resources and Performance
- Leadership and Change Management
- Corporate Management in Action

Family Name	ABE Membership No.
<input type="text"/>	<input type="text"/>

Given Name	Date of Birth (e.g. 16031985)
<input type="text"/>	<input type="text"/>

Email

Full Address

 Country

Name of College (if studying for this programme independently, write "SELF-STUDY")

NB. Please read the Submission of Assignment and Marker of Assignment sections of the regulations on page 2 carefully to ensure that your assignment is submitted to the correct marker. You should also make a copy of the assignment for your own record.

This section to be completed by marker only

College Stamp:	Date Assignment received:
	Date Assignment marked:
	Date Assignment submitted to ABE:
Name of marker:	
Signature of marker:	Assignment mark: