



UK

# LECTURERS' HANDBOOK

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## Introduction

We are delighted to welcome you as a member of the EM Normandie team!

Whether you have been teaching for us in the past or not, the purpose of this handbook is to provide you with a comprehensive guide regarding all aspects of your teaching engagement with EM Normandie UK.

EM Normandie is a French business school that complies with the regulatory and accreditation requirements of both UK and French quality standards, in addition to the standards set by AACSB, EQUIS, AMBA, CABS and CMI. The way things are done at EMN UK may therefore differ from other schools and universities.

To make the start to the new academic year or semester as smooth as possible, please familiarise yourself with the different sections of this handbook, and do not hesitate to contact us if you have any questions. This is the first version of this handbook and any feedback or suggestions for additional information you may have would be very helpful and appreciated.

If you are in doubt about any aspect of your teaching engagement, please do not hesitate to contact the management team at EMN UK who will be delighted to help you or clarify anything that is not clear to you at any time.

## 1 Administrative staff

Dr Miriam Schmidkonz, Principal

Estelle Mouden, Head of Undergraduate Programmes

Clara Rouillé, Undergraduate Programmes Assistant

Hélène Adam, Postgraduate Programmes and Campus Assistant (incl. BBA)

Duncan Jamieson, EFL Programme Coordinator

Shanake de Fonseca, Head of Quality Assurance and Accreditations

Rebecca Shane, Academic Assistant

Emmanuelle Tameze Aoutsa, Student Life Officer & BBA/M1 Coordinator

Birgit Muller, Office Manager

## 2 Permanent Faculty staff

Dr Nebojsa Davcik, Associate Professor of Marketing

Dr Paul Griffiths, Full Professor of Finance

Dr Hendrik Lohse, Associate Professor in Organisational Behaviour

### 3 Calendar for Academic Year 2025/26

#### 3.1 Term dates - Undergraduate and Master Programmes

Semester 1 : Mo 29 Sept - Fri 19 Dec 2025  
 Semester 2 : Tue 06 Jan- Fri 27 Mar 2025  
 S 1 mid-term break : Thurs and Fri, 30 and 31 Oct 2025  
 S 2 mid-term break : Thurs and Fri, 26 and 27 Feb 2026

#### 3.2 Term dates - BBA Programme

Semester 1 : delivered in France  
 Semester 2 : Tue 20 Jan - Thurs 14 May 2026  
 S 2 break 1 : Thurs and Fri, 26 and 27 Feb 2026  
 S 2 break 2 : Mo 30 Mar - Sun 10 Apr 2026

#### 3.3 Undergraduate programmes

##### 3.3.1 Controlled assessments

Dates : dates for Controlled Assessments are set by each lecturer in accordance with marking deadlines  
 Marking deadlines : before the end of the course

##### 3.3.2 Final exams

Semester	Year Group	Exam dates	Marking deadlines
1	U1	Mo 08 – Thurs 18 Dec 2025	23 Jan 2026
1	U2		
1	U3		
2	U1	Fri 20 - Thurs 26 Mar 2026	24 Apr 2026
2	U2		
2	U3		

##### 3.3.3 Resits

Semester	Year Group	Exam dates	Marking deadlines
1	U1, U2, U3	Mo 02 - Fri 06 Mar 2026	20 Mar 2026
2	U1	Mo 01 - Fri 05 Jun 2026	22 June 2026 In France, location to be confirmed
2	U2	Mo 08 - Fri 12 Jun 2026	
2	U3		

### 3.4 Master programmes

#### 3.4.1 Controlled assessments

Dates : dates for Controlled Assessments are set by each lecturer in accordance with marking deadlines

Marking deadlines : before the end of the course

#### 3.4.2 Final exams

Semester	Year Group	Exam dates	Marking deadlines
1	M1	Mo 08 - Thurs 18 Dec 2025	TBC
1	M2		
2	M1	na	na
2	M2	Mo 09 – Fri 13 Mar 2026	TBC

#### 3.4.3 Resits

Semester	Year Group	Exam dates	Marking deadlines
1	M1	Mo 08 - Thurs 18 Dec 2025	TBC
1	M2		TBC
2	M1	na	na
2	M2	Mo 15 to Fri 19 Jun 2026 In France, location TBC	TBC

### 3.5 BBA Programme (new from January 2026)

#### 3.5.1 Controlled assessments

Dates : dates for Controlled Assessments are set by each lecturer in accordance with marking deadlines

Marking deadlines : before the end of the course

#### 3.5.2 Final exams

Semester	Year Group	Exam dates	Marking deadlines
1	BBA	In France	
2	BBA	Mo 11 – Wed 13 May 2026	Fri 22 May 2026

#### 3.5.3 Resits

Semester	Year Group	Exam dates	Marking deadlines
1	BBA	Mo 16 – Wed 18 March 2026 Resits S5 on Oxford Campus	TBC
2	BBA	Mo 22 Jun – Wed 24 Jun 2026 Resits S6 on Paris Campus	

Please note that all exam and resit dates are subject to changes . You will be notified of any changes in writing.

## 4 EM Normandie UK premises

### 4.1 Location



Our premises are located on the 1st and 2nd Floor of Jericho Building, inside the Further Education College in Oxford and within 3 minutes walking distance from Oxford Station and the Park & Ride bus stops at the Westgate Shopping Centre.

Enter the college premises through the front gate and follow the road to the Library entrance at the end.

### 4.2 Access to the building

Access to the Jericho Building is through the Library (Lift only) or through the entrance at the left of the building (stairs only).

Once we have received a clean enhanced DBS check and a photo from you, you will receive a personal access card.

Please note that personal access or visitors' cards must be worn visibly at all times and will allow you access to the building and to the college's cafeteria 'Recharge' (located on the right between Jericho building and the main entrance).

Please do not forget to return access cards to us at the end of the semester or year.

### 4.3 How to get here

- By train: from London Paddington (via Reading and Didcot) to Oxford (Main station) + a 5 min walk
- By train: from London Marylebone (via High Wycombe) to Oxford Parkway + bus into city centre
- By car: please use one of the 4 Park & Ride sites in Oxford. Part of Oxford city centre is closed off to traffic which makes it difficult to navigate. There is little parking available in Oxford city centre (not refunded by EM Normandie expenses) and no on-site parking!

## 4.4 Parking

- Parking on-site can only be arranged for blue badge holders with prior notice

## 4.5 Facilities and Lecture rooms

- 2nd Floor, Jericho Building
  - main EMN Normandie administration offices (J211 - Principal , U1-U3 Head of Programme, Head of Master Programme, U1-U3 Programmes Assistant, M1-M2 Programmes Assistant)
  - Student Life office (next to J203)
  - 6 lecture rooms (used mainly for undergraduate lectures)
  - 2 self-study rooms
  - 1 'Chill room'
  - 1 'Games room'
  - Photocopier
  - 2 kitchenettes (tea & coffee, microwaves, fridge)
- 1st Floor, Jericho Building
  - Office area (EFL Coordinator, Head of UK QA and Accreditations, Office Manager)
  - Lecturers' room
  - Photocopier
  - 'Smart Lab' (Virtual reality equipment, interactive screens for group work, 3D printers)
  - 2 lecture rooms
- Inside the Further Education College
  - Cafeteria (Breakfast, hot/cold lunches, drinks)
  - The 'Bakery' (Snacks and drinks)
  - Small shop (Cold drinks, snacks, etc.)

The college is based in Oxford's city centre.

## 4.6 Printing, scanning and copying

Please also ensure that you keep within the limits allowed by our CLA (Copy Licence Agency) agreement (i.e., 1 article or 1 chapter or 5% of the total, whichever is greater). Please consult the CLA guidelines for more detailed information <https://assets.cla.co.uk/media/2023/05/education-licence-user-guidelines.pdf>.

**These limits apply to any form of reproduction, including but not limited to, lesson slides, handouts, etc.**

There are two photocopier/scanners, located close to the main offices on the 2nd floor and inside the offices on the 1st floor.

Please ask us for the access codes and have your files ready on a USB key (.pdf documents only). We are trying to keep photocopying to a minimum and both copying and printing can only be done in conjunction with the courses you teach for EM Normandie.

## 4.7 Visitors

If you are planning on inviting guest speakers, please discuss this with the relevant Head of Programme and Programme Assistant prior to issuing an invitation. All visitors have to report to the main office on the 2<sup>nd</sup> floor, Jericho Building, to be signed in. Unless they are able to supply a valid DBS check, they will not be allowed to circulate unaccompanied on the EM Campus or within the compound of the Activate Learning Further Education College.



## 5 Administration

The *Engagement File* that you were sent at the start of the recruitment process contains comprehensive information regarding the documents you need to provide to enable us, amongst other things, to verify your right to work in the UK, and to run DBS checks.

They also contain information regarding the type of expenses we refund, how to submit your invoices, and the information your invoices must contain.

We cannot make any payments without you sending us a valid invoice, which has to contain

- your company's name, registered address and registration number(for companies only), or
- your name, surname and address
- client's name and address (EM Normandie UK Limited, Oxpens Road, Oxford OX1 1SA)
- the academic year and semester (e.g., 24/25 1st Semester)
- the year group(s) you have been teaching (e.g., U1 , U2, U3, M1, M2)
- the name(s) of your module(s)
- the number of hours invoiced
- the hourly rate invoiced
- VAT if applicable (for VAT registered companies only)
- the total to be paid
- your bank details

Expenses can be included or invoiced separately (separate invoices must contain the same information detailed above). Expenses must be itemised and numbered, either on the invoice or as a separate list. Receipts must be supplied for each expense and numbered in accordance with the expense they support.

## 6 Induction and training requirements

### 6.1 Induction

A **mandatory** induction for all adjunct lecturers will take place before the start of the 1<sup>st</sup> Semester and 2<sup>nd</sup> Semester, based on when you start teaching. Inductions will be via TEAMS and last approximately 1 hour. In order to accommodate everybody, several sessions may be organised as follows:

Induction dates will be confirmed and organised by the Heads of Programme or the Programme Assistants.

### 6.2 Safeguarding training

EM Normandie takes its safeguarding duties extremely seriously. Not only do we welcome a number of underage students in our school each year, but we are also operating inside the Further Education College Oxford with a majority of underage and a number of highly vulnerable students.

Level 1 Safeguarding training from the Oxford or any other local authority's Children's Safeguarding Board is therefore a mandatory requirement. The training is online and is now valid for 3 years. We shall require a copy of your training certificate for filing.

For training on the OCSP, please go to <https://training.ocsp.org.uk/login> . Once you have registered, you can choose and download the appropriate course.

We would also recommend you complete the government's Prevent training course which is available at <https://training.oscp.org.uk/login> .

Both of these courses are free of charge online.

The DSL (Designated Safeguarding Lead) for the school is the Principal, Miriam Schmidkonz. Miriam is assisted by Birgit Muller (Office Manager) and Emmanuelle Tameze Aoutsa (Student Life Officer).

### 6.3 Health & Safety training

We will provide you with login details for the British Safety Council for a short, basic H&S training course as soon as possible. You will receive an e-mail from britsafe.org with your login details and password and can complete this course in one or several stages at your convenience. The course is online and paid for by EM Normandie.

Please also refer to section 9, 'Health & Safety on Campus' of this handbook.

### 6.4 Data protection

The school complies with the UK's data protection act and the EU's GDPR. It is important for everybody to be fully aware of the requirements and comply with them. The EM Normandie group-wide designated data protection officer (DPO) is based in France and can be contacted via e-mail on: [dpo@em-normandie.fr](mailto:dpo@em-normandie.fr). The Principal of the Oxford Campus represents the DPO in the UK. You must inform the DPO or their representative in the UK, if you suspect there has been a data breach of any sort. The DPO will liaise with the information commissioner's office (ICO) if necessary and will take remedial action to mitigate any risk.

As you will be working with data, including, but not limited to, students' personal details, mark sheets etc., please ensure that such data is handled with a high level of responsibility and care. When opening files or online systems that may contain personal data, please remember not to make such data visible to the students via the OHP.

Please keep as little student data as possible on any personal computers/laptops or other electronic devices and delete such data as soon as it is appropriate to do so.

For more information and details of what is expected of you, please contact your Head of Programme or Programme Assistant.

### 6.5 Company policies and procedures

You are expected to be aware of and to abide by all EM Normandie UK's policies and procedures, a list of which is included at the end of this Handbook however, this list is subject to changes during the year which will only be reflected at the review of this document during the Summer 2026.

All our policies, procedures and statements and codes can be accessed on <https://www.em-normandie.co.uk/policies-regulations-and-statements/> and are also available from your Head of Programme, the Principal or the Office Manager.

## 7 Health & Safety

### 7.1 First Aiders

The names of all First Aiders are displayed on Campus. Please call upon a trained First Aider in the event of a medical emergency. In the unlikely event that no First Aider is available, please dial 999 and ask for an ambulance.

### 7.2 First aid kits

First aid kits are available in the main office on the 2nd floor and in the office area on the first floor. Their location is indicated by signage.



### 7.3 Defibrillator

A defibrillator is available in the library on the ground floor of Jericho Building, on a column immediately to the left of the reception when exiting the lift towards the left (or on the right of the reception desk when entering through the main library door).

Please note that defibrillators can be used by anyone without prior training. They will only work in cases of cardiac arrest and cannot do any damage. All defibrillators come with audio instructions which guide the user through the process. However, an ambulance should always be called before starting CPR or using a defibrillator.

### 7.4 Fire safety

Please familiarise yourself with EM Normandie's Emergency Exit procedure and our premises via the documents attached in Annex 1.

#### 7.4.1 Fire alarm

In the event of a fire alarm

- direct your students (and anybody else) and leave the building by the nearest exit
- do not use the lift
- do not take any belongings
- report to the assembly point in the parking area immediately to the left of the building
- gather the students you have been teaching and find out whether anybody is missing
- report to one of the Fire Wardens.

Fire drills will be carried out at regular intervals during the academic year.

## 7.5 Lockdown procedure

- The lockdown alarm has breaks and differs from the fire alarm.
- Keep students in the room
- Lock or barricade the door to prevent access
- Shut windows and blinds
- Turn off lights and equipment
- Turn phones to silent and vibrate function off !
- Hide in the classroom, away from the door, possibly under a desk
- Try to stay as silent as possible to prevent intruders from detecting your presence
- Staff have to remain in their offices and follow the same procedures
- If you are in a communal area when the alarm rings, follow the 'Run – Hide – Tell' rule:
  - Run to a safe place
  - Hide and barricade yourself if possible
  - Call 999 once it is safe to do so. If you can call but not speak, call 999 and press 55 – this will trigger an automatic dispatch of emergency services
- Only leave your classroom, office, or other hiding place when you are told to do so by site security or emergency services.

Regular lockdown drills will be carried out during the academic year.

## 7.6 Mobility Disabilities

Persons with mobility issues who may experience difficulties during emergency evacuations are asked to inform the relevant Head of Programme so that a personal evacuation plan can be put in place.

## 7.7 Medical conditions

We hold confidential records of members of staff and lecturers with any specific medical conditions together with a note of urgent remedial action which may have to be taken. If this applies to you, please consult the Head of Programme or the Office Manager.

## 7.8 Smoking

Smoking is not permitted anywhere on campus, except in the designated area towards the left of the building (next to the parking area).

## 8 Academic processes and requirements

### 8.1 Teaching delivery

#### 8.1.1 Class-based teaching

Thank you in advance for arriving in good time for your lessons and setting up the IT equipment in your allocated classroom.

Student attendance has to be taken online at the beginning of each class. Any absence for whatever reason has to be recorded as 'unjustified'. Any absences which are justified will subsequently be amended by the Programme Assistants .

Online participation by students is not permitted and would be recorded as 'unjustified absence', were it to take place unless student has sought and can present a signed authorisation by the Principal in relation to the specific lesson.

Every module has a total number of direct contact hours, and the school is contractually bound to deliver this number of hours to the students. Therefore, it is important not to delay the starting time of the class or to finish the class early unless approved by the Principal.

#### 8.1.2 Scheme of work and lesson learning outcomes

We encourage all lecturers to prepare either a lesson plan or a scheme of work. This should contain the intended learning outcomes for each day, the teaching tasks, any group or individual student tasks, reading materials (chapters of books, videos, weblinks) and any formative assessments.

All resources should be linked to the syllabus and the syllabus learning outcomes must be addressed comprehensively and consistently within your resource pack. At the end of each lesson's set of slides, you should indicate the intended learning outcomes of the lesson, and a reflection of what was studied on the day. You may include any homework tasks, reading tasks (including chapters of their core reading text) and your reference list.

#### 8.1.3 Class observations/Peer observations

As part of our quality assurance framework, every lecturer will be observed by another academic, or the UK Head of Quality and Accreditations at least once a year. Observations will usually be notified in advance and there will be no interference by the observer during the session. The observer will provide feedback including any comments and recommendations. Observation templates can be obtained from Shane de Fonseca via [sdfonseka@em-normandie.co.uk](mailto:sdfonseka@em-normandie.co.uk).

#### 8.1.4 Student satisfaction surveys

We are aiming to provide each student with the high-quality education they deserve and we are therefore collating student feedback, including feedback on the perceived quality of teaching, through direct surveys, during delegates meetings or as part of the Student Life Committee.

## 8.2 Assessments/examinations

Each module is usually assessed through **continuous assessments** (also class-based assessment) which carries 40% of the module weighting and a **final assessment** (or final examination), which carries 60%.

Lecturers are responsible for preparing and conducting continuous assessments, final examinations (the latter checked by module leaders) and related marking scheme.

### 8.2.1 Marking Guidelines

French Grading Scale in use at EM Normandie Oxford

18–20: Exceptional

16–17.9: Excellent

14–15.9: Good

12–13.9: Satisfactory

10–11.9: Adequate/Pass

Below 10: Fail

### 8.2.2 Continuous assessments (class based)

In the context of continuous assessments, the achievement of the intended learning outcomes of a task and, in the case of group work, the individual student's contribution have to be evidenced. Please use a transparent and well-designed marking system that also encourages high achievers.

Please provide students with feedback and maintain a record of the task and the marks awarded. This process may be audited to ensure its integrity.

### 8.2.3 Final assessment/examination

The final examination is usually a closed book exam under strict examination conditions. The completed exam papers will be sent to the lecturers for marking.

The lecturer who designs the assignment/exam questions must also create the corresponding marking scheme, marking grid and model answers. Marked examination papers and grade summary have to be returned to us before the set deadline to allow for processes to progress in a timely manner.

### 8.2.4 Marking standardisation

Where several lecturers share teaching of the same module, the Head of Programme/Programme coordinator must organise a marking standardisation meeting to ensure coherent marking.

It is the Head of Programme's responsibility to ensure that marking is sound and justifiable.

### 8.2.5 Second marking

All lecturers may be approached for second marking (excluding the modules taught by them).

Samples of marked scripts will be sent for second marking for confirmation. The samples will include grade boundary cases, and scripts with extremely high or low marks. Discrepancies between first and second marks which are beyond a reasonable level of tolerance, will be reviewed by the Head of Programme in collaboration with the lecturers.

### 8.2.6 Internal /external verification of assessment decisions

Internal moderation (checking the accuracy of marking decisions) will take place once first and second marking are completed

External examination will take place for some sample papers by experts who will provide feedback.

### 8.2.7 Feedback to learners

WRITTEN FEEDBACK IS A REQUIRED INTEGRAL PART OF GRADING.

Providing adequate and meaningful feedback is an OfS requirement and good practice.

Examination scripts will be returned to the marker if feedback is insufficient. Brief comments like “Good work” or “Correct” are inadequate.

Feedback must allow students to understand their grades, even for high marks. It must therefore be constructive, specific, and actionable, and it must use examples, highlight strengths, and identify areas for improvement, referencing specific parts of the work.

#### *Feedback in line with requirements*

“Your segmentation variables were accurate (Q2a), but specify age ranges (e.g., 18–25) and explain why they are attracted to eco-friendly packaging. SWOT analysis needs more external market factors in opportunities.”

“NPV calculation in Q1 is correct. In Q2, you applied CAPM correctly but explain what the beta coefficient indicates about systematic risk. Connect calculations to business meaning.”

“Porter’s Five Forces analysis (Q3) shows strong framework knowledge. ‘Threat of substitutes’ is well developed, but the conclusion lacks strategic recommendations. Suggest practical actions based on your analysis.”

#### *Insufficient feedback*

- “Good effort but needs more detail.”
- “Calculations mostly correct. Improve explanations.”
- “Shows understanding of concepts but could be better structured.”
- “Nice work overall. Some areas need improvement.”
- “Adequate response. More analysis required.”

## 8.3 Lesson resources

In some instances, you will be provided with the necessary lesson resources by the Head of Programme or the module leader.

If you are asked to create module resources, please be aware of the following points 8.3.1-8.3.3. These will ensure you produce a resource pack which complies with the relevant laws, regulations and/or recommendations.

### 8.3.1 Copyrights

Records have to be kept of all of the external materials used, on spreadsheet provided for this task and shared with the Head of Programme. The sources of any direct quotes, diagrams, charts, photos etc., must be properly referenced and documents can only be distributed electronically or as prints, if you have the authority to do so.

### 8.3.2 Power Point Templates

Corporate identity must be maintained regarding the use of font and font size on all presentations and handouts. Please use EMN UK templates for power point slides and handouts whenever possible.

Font : 'Made outer sans'

Size : min. 18 points

### 8.3.3 Accessibility

All materials produced must comply with accessibility needs. Power point presentations should use at least 18pts font, and colours, including background colours, that aid reading.

If possible, we would encourage you to provide 'Alt text' for any graphics. Microsoft Office has a tool to check accessibility compliance and *Office.com* provides free online training on how to improve accessibility on presentations and documents.

## 9 IT

### 9.1 EM Normandie e-mail account and profile (access to systems)

You will be issued with an EM Normandie e-mail and **your username and password will be sent from [dsi@em-normandie.fr](mailto:dsi@em-normandie.fr) to your personal e-mail address.** This will give you access to all IT tools and systems in and out of the classroom. Please make sure you activate your EM Normandie e-mail as soon as possible: you will not be able to access our systems otherwise.

[Returning lecturers, please use your existing EM Normandie e-mail address.](#)

Please check your spam! If you have not received your details, please contact your Head of Programme or Programme Assistant as soon as possible.



## 9.2 Step-by-step class start up

### 9.2.1 The computer in the classroom

- turn on the screen (central button at the bottom of the screen)
- login with your EMN username (e-mail address without @em-normandie.fr) and password
- if two-factor authentication is required, please enter the code that was sent to your mobile phone

### 9.2.2 Access TEAMS (to share your teaching materials and record your classes)

- launch the Teams application on the desktop of the classroom computer
- open the TEAMS calendar and click on your course
- click on 'Join'
- check that the camera and microphone are open on the computer in the room
- start the recording
- click on 'Share' (either your whole 'Screen' / or 'Window')
- ensure that all laptops connected to the TEAMS session are muted to avoid echo effects

### 9.2.3 Access WebAurion (to take attendance)

- <https://aurion.em-normandie.fr>
- click on 'Login with my EM Normandie account'
- click on 'Planning' then 'My Planning'
- click on your class session
- click on the 'Learners' tab, take attendance, and 'Validate'

### 9.2.4 Access UP- WARD (to access your course materials)

- <https://upward.em-normandie.fr>
- or click on the UP-WARD link on the WebAurion dashboard.
- click on 'EM Normandie Account' then log in by entering your full EM Normandie e-mail address and password.
- if double authentication is required, enter the code sent to your cell phone.
- click on the thumbnail ('capsule') of your course
- click on your course material to open it

### 9.2.5 Your Laptop

- you can use your laptop if you want to share your teaching materials from it.
- connect your laptop to the WIFI ( please do not connect your laptop via HDMI cable as this will prevent the recording of the session)
- Permanent faculty: choose WIFI named 'EM Normandie Staff' then enter your username (e-mail address without @em-normandie.fr) and your password
- Adjunct lecturers: chose WIFI connection 'EMN Student' wi-fi with password : EMSTUDENTS2021
- from 'WebAurion' open the TEAMS calendar, click on your course, then 'Join'.
- when logging into the Teams session with your laptop, a pop-up will appear, choose the "Add this device" option. **Do not** choose the "**Transfer**" option.
- share your teaching materials.

### 9.2.6 After your class

- end the Teams session.
- **do not shut down the computer in the classroom but log off at the end of your session! Students and others will be able to access your files if this is not done.**

## 9.3 QUALIA CAMPUS – Online training space for all EM Normandie IT teaching tools

Qualia Campus is a dedicated online training space on UpWard for IT teaching tools. You can participate in workshops facilitated by the Qualia team and also access to online tutorials. For access to training tutorials and documents, please visit

<https://upward.em-normandie.fr/local/pages/?id=8>

We highly recommend completing 'Grade 1' which will give you a good understanding on how to use the EM Normandie IT teaching tools. For access, please visit

<https://upward.em-normandie.fr/course/view.php?id=10165#region-main-box>

## SCREENSHOT

### Grade 1

Grade 1

Explore EM Normandie Pedagogical Tools

Grade 1 Explore EM Normandie Tools  
0 %

Summary Transcription Notes

- Introduction
- Announcements
- WebAurion Schedule Attendance and Syllabus
- Edulign
- UpWard Course Capsules
- UpWard Communicate with Your Students
- Use Microsoft Teams
- Classroom Equipment and Wi-Fi
- Qualia Campus Trainings
- Contact EM Normandie Support
- Quit

## How to connect to Qualia Campus ?

There are two ways to connect: either through the WebAurion Dashboard or through UpWard.

- Qualia Campus through WebAurion

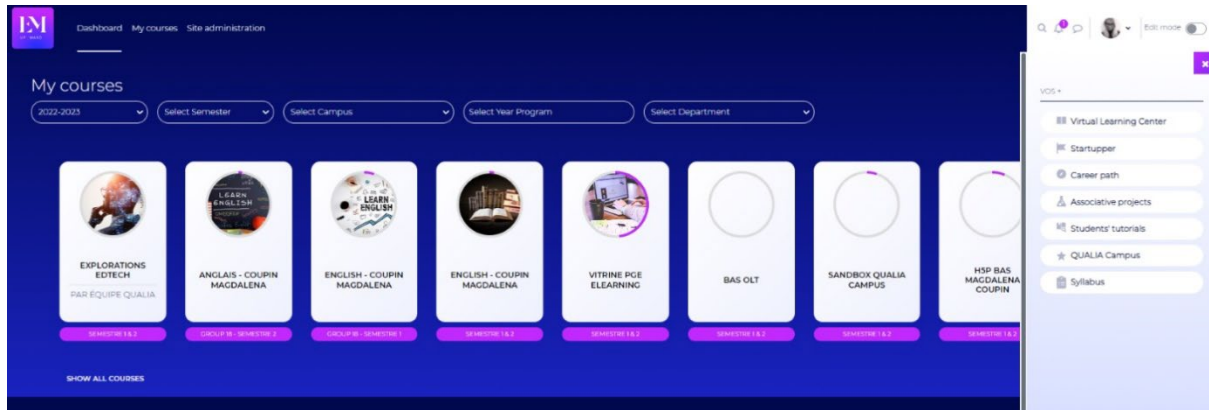
## SCREENSHOT

Mes outils EM Normandie

- UPWARD
- QUALIA CAMPUS
- DÉBUTER SES COURS
- OFFICE
- OUTLOOK
- ONEDRIVE
- TELECHARGES TEAMS
- NOTULUS
- EN MACHINE
- LEARNING CENTER
- BUGS & SUGGESTIONS
- CHANGEMENT DE MOT DE PASSE
- IMPRESSION
- VOTRE AVIS COMPTE

- Qualia Campus through UpWard

#### SCREENSHOT



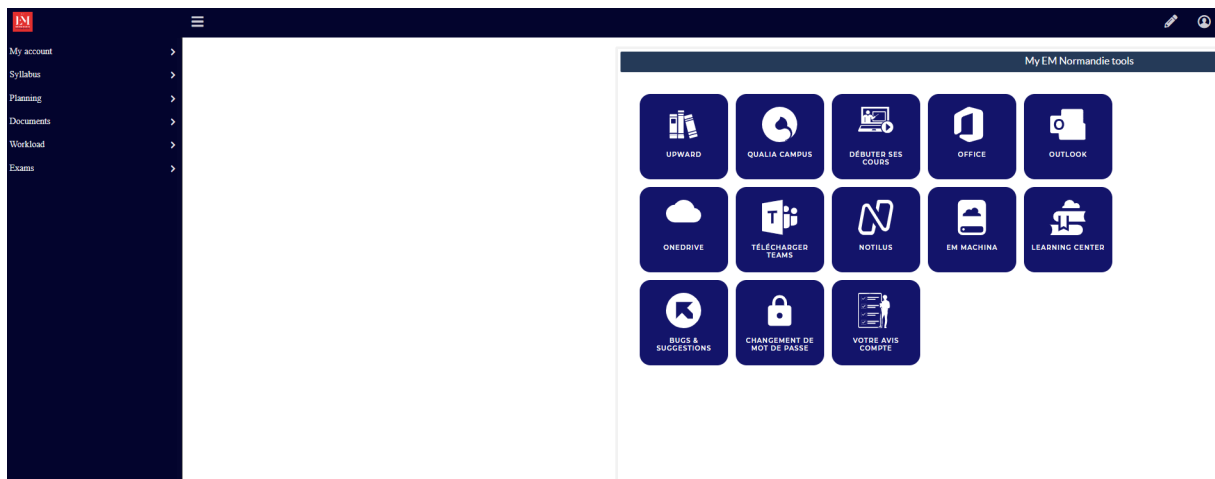
## 9.4 Microsoft Teams

Microsoft Teams is a virtual classroom tool that allows you to access and conduct virtual classes. It also enables you to easily share your screen. Additionally, it provides the functionality to record online, hybrid, and on-site classes. These recordings are particularly valuable for students with special needs such as dyslexia and attention disorders, as well as international students, and students who want to review course content. Microsoft Teams provides a digital and collaborative whiteboard.

## 9.5 WebAurion

WebAurion is your EM Normandie portal that grants access to all the essential tools. WebAurion allows you to access your schedule, record student attendance, view the student directory, and access the syllabus.

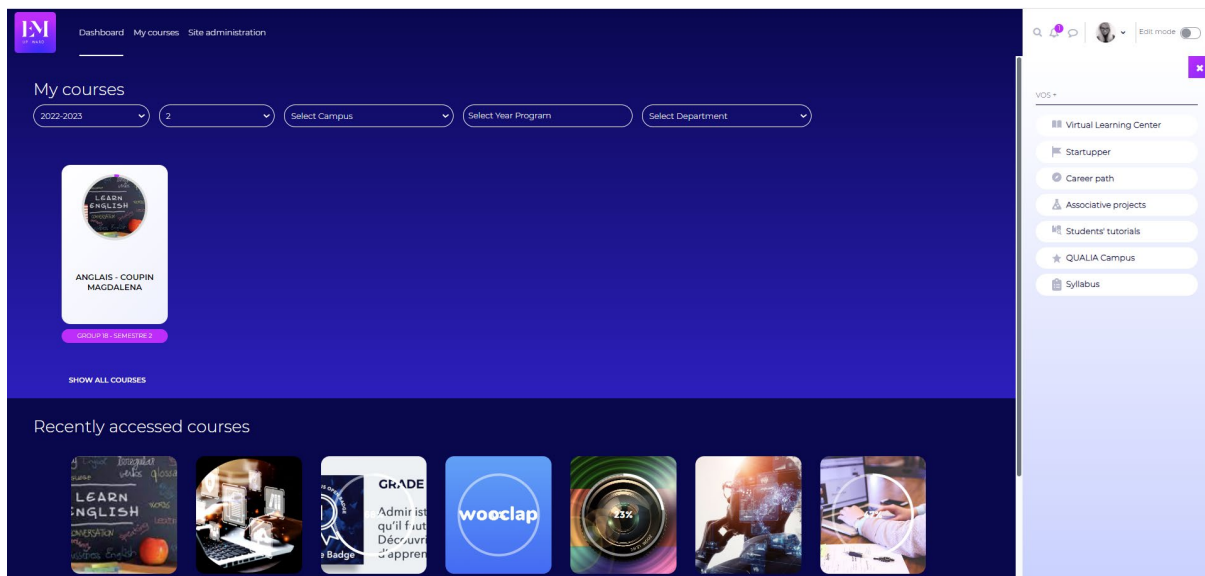
### SCREENSHOT WEBAURION



## 9.6 UP-WARD

UP-WARD is the Learning Management System (LMS) of EM Normandie, allowing you to structure and organise your courses, share educational resources, and create interactive activities to enhance student engagement. The platform facilitates communication with students, enabling you to send announcements, create forums, and exchange messages. Additionally, UP-WARD enables you to create quizzes, continuous assessments, and exams, monitor student progress, evaluate student performance, and provide valuable feedback.

### SCREENSHOT UPWARD

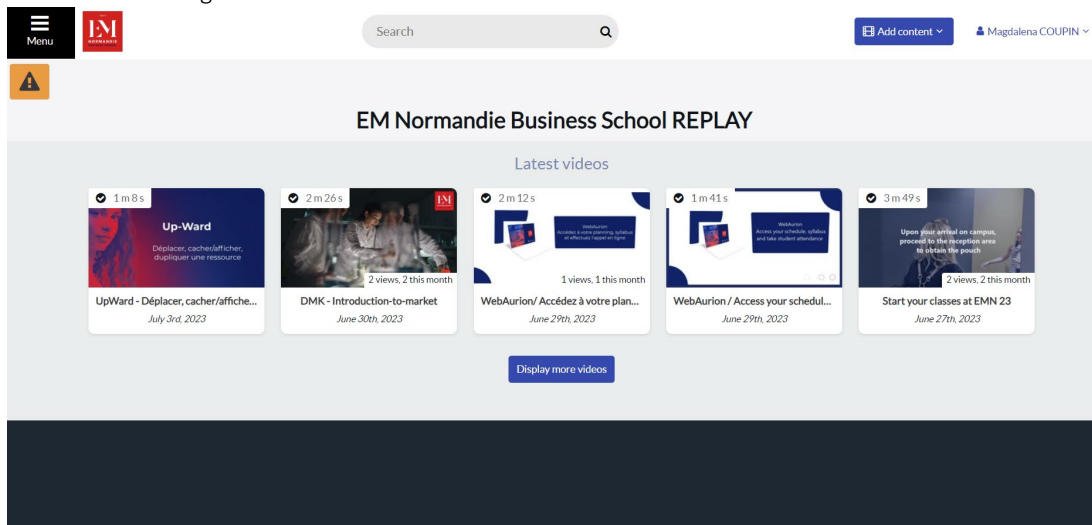


## 9.7 Nudgis

Nudgis (EM Normandie replays) is a platform that serves as a hosting platform for all recorded Teams classes. It is also a recording tool allowing you to create and host your pedagogical videos. You will even have the opportunity to give video assignments to your students, providing a different and active way to assess them. For access, please visit:

<https://replay.em-normandie.fr/>

### SCREENSHOT Nudgis



The screenshot displays the Nudgis platform interface. At the top, there is a navigation bar with a menu icon, the EM Normandie logo, a search bar, and a user profile for Magdalena COUPIN. Below the navigation bar, a warning icon is visible. The main content area is titled "EM Normandie Business School REPLAY" and features a "Latest videos" section. This section contains five video thumbnails, each with a duration, title, and view count:

- Up-Ward**: 1 m 8 s, "Déplacer, cacher/afficher, dupliquer une ressource", July 3rd, 2023
- DMK - Introduction-to-market**: 2 m 26 s, "2 views, 2 this month", June 30th, 2023
- WebAurion/ Accédez à votre plan...**: 2 m 12 s, "1 views, 1 this month", June 29th, 2023
- WebAurion / Access your schedul...**: 1 m 41 s, "June 29th, 2023"
- Start your classes at EMN 23**: 3 m 49 s, "2 views, 2 this month", June 27th, 2023

A "Display more videos" button is located below the video thumbnails.

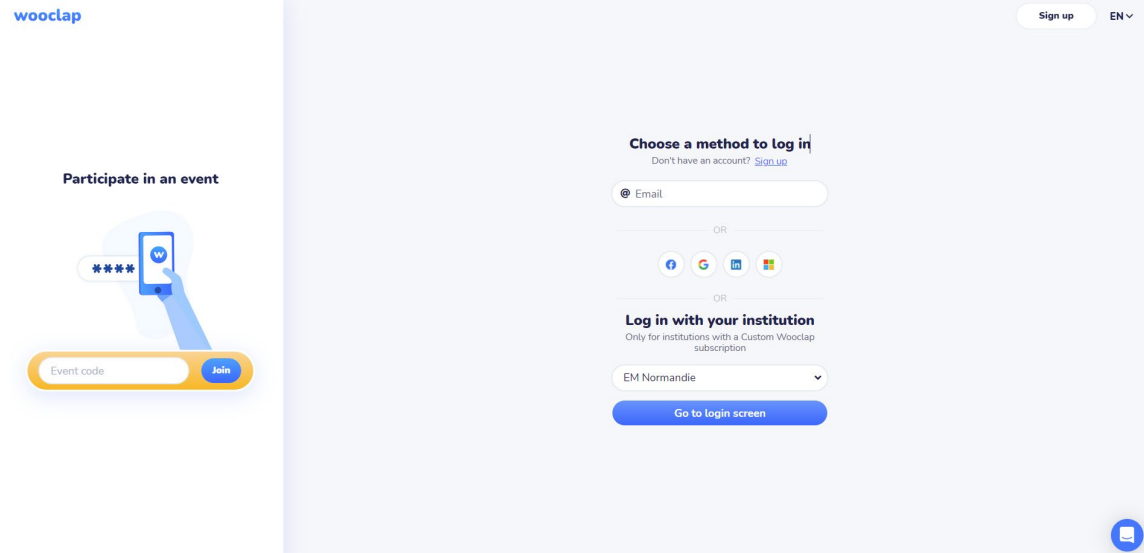
9.8

## 9.9 Wooclap

Wooclap enables you to design interactive and captivating activities that enhance the dynamism of your courses. For access, please visit:

<https://www.wooclap.com/>

### SCREENSHOT WOOCAP



## 10 EM Normandie Policies, Statements and Procedures

You can consult the following documents on our website [www.em-normandie.co.uk](http://www.em-normandie.co.uk). They are also available on demand from your Head of Programme, the Principal or the Office Manager:

### Annex 1



03. Final - Fire Evacuation Procedure