



Please note that this is not your admissions letter.

## Welcome to the University of Gävle and the course Comparative Management Culture, 7,5 credits!

This course is half time studies between weeks 45-02.

### Syllabus and timetable

[Syllabus with course literature](#)

[Course timetable](#)

### Get started with your studies!

To get started with your studies please follow these three steps. More information at [hig.se/newstudent](http://hig.se/newstudent)

- 1 Activate your computer account**  
 You can collect your computer account at [hig.se/computeraccount](http://hig.se/computeraccount) two weeks before the semester starts. Your computer account consists of a username and a password and gives you access to the University web services.
- 2 Register for your courses**  
 You must be registered on the course to attend lectures and sit exams. You will lose your place on the course if you do not register in time. Please register for your course via the Student Portal: [studentportal.hig.se](http://studentportal.hig.se)

**Period for self-registration: 2017-10-30—2017-11-05**  
 Problems with course registration? Please contact your faculty secretary (contact details below).  
 Are you conditionally admitted? [This is what applies to you](#)
- 3 Log in to Blackboard**  
 The Blackboard platform is a web-based learning management system where you find your course material. Log in to Blackboard, go to [lms.hig.se](http://lms.hig.se).

Course	Comparative Management Culture 7,5 credits
Course code	FEA230
Application code	11132
Faculty	Faculty of Education and Business Studies
Faculty secretary	Eva Persson
Contact information to faculty secretary	<a href="mailto:kurs-aue@hig.se">kurs-aue@hig.se</a>
Course coordinator	Maria Fregidou-Malama
Contact details for course coordinator	<a href="mailto:mma@hig.se">mma@hig.se</a> , 026-64 86 87,

## WELCOME TO THE COURSE COMPARATIVE MANAGEMENT CULTURE

### GENERAL INFORMATION & GUIDELINES

**Dear student, we look forward cooperating with you.**

There needs to be flexibility to allow for maximum utilisation of resources and time to give you the greatest opportunity to benefit from teaching and assignments. The sessions are designed to be interactive so you will have the opportunity for discussions, case studies or application of your own and others' experience to the topic under review.

This module aims to assist students to understand the importance of culture in international business and to demonstrate skills and ability to participate in research or development work. Whether you work in Sweden, or in the international context, understanding the role of culture is important.

*Upon completion of the course students can be able between others to the following:*

- Demonstrate thorough knowledge on theories and key concepts of culture
- Critically analyse and examine the role of culture and its importance for management and marketing
- Analyse cultural differences at national, organizational and managerial level
- Demonstrate knowledge on the culture of selected countries and its implications for management
- Demonstrate methodological knowledge in the field of culture and organisations
- Demonstrate the ability in critical thinking, independent work, teamwork, research skills as well as communication skills with different audiences
- Demonstrate awareness of ethical aspects of research work and its role for business and the society
- Demonstrate the ability to identify personal needs for further knowledge and take responsibility for the own learning.

This is a part-time course with a weight of 7, 5 ECTS (European Credit Transfer System) credits. The course will run between weeks 45, 2017 and week 03, 2018 and we start the sixth of November, between 9-12. Grading is calculated on a total of 100 marks. You are expected to attend and prepare for the classes. Please, participate to discussions, your thoughts are very important in our work to develop new knowledge and critically discuss existed knowledge. Consultation times of your lecturer for academic-related issues are scheduled after each session for one hour.

The major elements of this course are divided into six parts:

- (1) *Literature review* of a chapter in the course books gives 5 marks.
- (2) *Written examination on the literature*, gives 50 marks.
- (3) *Case seminar* gives 9 marks.
- (4) *Article seminar*, gives 9 marks.
- (5) *Research Work Seminar* based on interviews or questionnaires with firms carries the major weight of the assignments and gives 25 marks.
- (6) Attendance and presentation of yourself on blackboard gives 2 marks

The final grading of the course will be as you can see below, I use the ECTS system: < 35 = F, <36-49 = Fx, 50-59 = E, 60-69 = D, 70-79 = C, 80-89 = B, 90-100 = A.

As most contacts, assignment submissions and results will be announced on BLACKBOARD, it is recommended you get enrolled as a course participant on BLACKBOARD. Please read the course plan and check the course schedule as there may be changes in the planning from time to time.

The students will work individually and in teams for preparation and taking part in discussions on literature, research, the case and articles. Two to three students will form a group depending on the number of students in the course. The students will build teams the first day we meet and only students who are present will be members in the groups. In the groups should people with different gender, ethnical background and age be members. It is recommended teams with same participants work in the assignments and cooperate during the course period. I and my colleagues organize the groups you will belong to the first day we meet.

*The University of Gävle is human-centred and develops the understanding of a sustainable living environment.*

This module has all together five examination moments and a participant needs to pass all of them separately. For passing an exam, it is required to get minimum 50% of the total marks. In teamwork, the group will be graded together. However, failing to properly participate in the teamwork may need an individual to do extra assignment and individual performance is important and will be evaluated during all discussions. The written exam and oral presentations will show a participant's individual performance while team works are intended to demonstrate how efficiently students can solve problems by joint efforts. All the scores from the exams and the students' contribution in classroom will be added together for final grading. If you cannot participate in the seminars for a special reason (only) you must do an alternative assignment. You will be required to make an oral presentation in the next seminar.

### **Course Literature**

Hofstede, G., Hofstede, G.J., and Minkov, M., 2010, *Cultures and Organizations: Intercultural cooperation and its importance for survival*, USA. McGraw -Hill

Trompenaars, F. and Hampden-Turner, C., 2011, *Riding the Waves of Culture:*

*Understanding Cultural Diversity in Business*, Boston, NB Publishing.

I also recommend a new book for further reading:

Minkov, M. 2013. *Cross-Cultural Analysis: The science and art of comparing the world's modern societies and their cultures*, USA, Sage Publications.

Due to the research base to this program, it is imperative that you read widely. Professional journals and publications should become a routine part of your reading and are essential for the preparation and writing of assignments. Readings and cases must be read and prepared for discussion in the relevant lecture, even if you are not presenting. All your assignments will be uploaded on blackboard.

I really hope you will learn a lot about Cross culture cooperation in this course and you will be able to use the knowledge in your professional life.

**GOOD LUCK AND WELCOME!!!**

**Maria Fregidou-Malama** Tel 026-64 86 87, E-mail: [mma@hig.se](mailto:mma@hig.se)

### **Registration for written exams**

Registration for exams, including retakes, via the Student Portal is mandatory. You can register no earlier than five weeks before and no later than ten days before the exam. Please note that registrations will not be accepted beyond this time frame. If you are a distance study student and are unable to sit the exam on campus you can apply to sit the exam at another location. Applications must be submitted no later than three weeks prior to the exam. Contact your faculty for more information.

### **Course evaluation**

After completion of your course a web-based course evaluation questionnaire will be sent to your e-mail address. Your answers in the course evaluation are very valuable and your comments will help us improve and develop the course for the future. All students registered on the course will receive a course evaluation report with all answers compiled.

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## General information

### Library

The library is located in the middle of the campus and is open to everybody. Welcome to the library to activate your entrance card as a library card. You can reach all digital resources such as e-books and e-journals after logging in with your computer account. You can read more about the library services at [hig.se/biblioteket](http://hig.se/biblioteket)

### Campus

A map of the campus area is available at [hig.se/newstudent](http://hig.se/newstudent)

### HIG Card

This card works as an entrance card and gives you access to doors and computer rooms. The card also works as a library card as well as a copy card. You can get the card at the reception desk at the Student Centre.

### IT Support

This is where you turn if you encounter any problems regarding your computer account or any other IT related problems. The IT support is open for visits 09.00-15.00 in building 22, Monday to Friday. You can also contact them by telephone +46 (0)26 64 88 00 or email [itsupport@hig.se](mailto:itsupport@hig.se)

### Course syllabus and Reading List

Find your syllabus at [hig.se/syllabuses](http://hig.se/syllabuses)

### Course Timetable

Registered students at the University of Gävle can search for and save your course timetables in the Student Portal. If you are not registered, you may find course timetables through our online timetable search service at [schema.hig.se](http://schema.hig.se)

### Student Accommodation

You need to apply for accommodation yourself. Please remember to do so in good time before your arrival. You can find information about how to apply for student accommodation at [hig.se/newstudent](http://hig.se/newstudent)

### The Student Centre

At the Student Centre you will meet knowledgeable staff who can assist you in just about anything regarding your studies at the University of Gävle. The Student Centre is located in building 22. You can also find a café in the area and a TV display showing the daily timetabling. You can contact the Student Centre by email at [studentcentrum@hig.se](mailto:studentcentrum@hig.se)

### Student support

Sometimes you need help to manage your studies and student life. At the University of Gävle we have several support functions to help you deal with various study-related situations, such as, for example, student health care and support for disabled students. For more information about student support at the University of Gävle, please visit [hig.se/studiestod](http://hig.se/studiestod)