

1.0 Background

The following guiding principles have been developed for non-teaching related expenditure for core courses, which includes MBA tailored core courses. Where applicable the guiding principles relate to all non-teaching related spend for core. The principles were developed following consultation with Faculty, Subject Area Managers, Finance, and Programme Teams.

2.0 Baseline Principles:

1. Where possible the number of cases allocated to a respective course should be limited to one per session. There is an absolute upper maximum of 20 per 10 session course (inclusive of copyrights / reprints). In the first instance, it is preferable for LBS cases to be utilised.
2. Purchase of prescribed 'core textbooks' (as detailed within the course syllabi) is permissible up to a limit of £55 per student. Where available, an e-book license should be purchased.
3. Where applicable, visiting / guest speaker should be sourced locally for core teaching in Dubai.
4. Only under exceptional circumstances should payment / fees be paid for a visiting speaker(s), and this would be subject to a maximum of £250 per speaker and £1000 per stream.
5. In lieu of speaker payment, reasonable gifts are permissible up to a maximum of £100 per speaker.
6. Reasonable incidental costs for visiting speakers e.g. dinner/ hotel / local travel is permissible up to £400 per speaker.
7. Reasonable entertainment costs for guest speakers (drinks/lunch etc.) are permissible to a maximum of £50 per course/stream.
8. Unless linked to a speaker engagement, catering /subsistence would not normally be provided for core courses. There is an exception when catering / subsistence is otherwise part of the existing delivery model e.g. EMBA.
9. Reasonable simulation, gamification tool, data set costs are permissible but subject to discussion in advance with Subject Area Chair / Programme Director.
10. Internal subsistence costs (for faculty & students) would not normally be covered by the core course budget.
11. TA grading support equates to 1 hr per student at a rate of £26ph is applicable for each student above 30 in each stream. Grading is charged initially to the IFB, not the programme budget, with funding transferred from the programme budget to the IFB in line with the agreed numbers.
12. Teaching Assistance not linked to grading to be limited to 3 hours per session, per course at a rate of £31 per hour.
13. Where required for hybrid teaching, in-class facilitation is permitted at a rate of £26 per hour, up to a maximum of 30hrs per 10 session course, and 15 hours for 5 session course.
14. Paid for in-class facilitation may not be used for attendance monitoring.
15. Costs associated for gifts /awards or prizes relating to *student* group presentations etc. are permissible up to a maximum of £200 per stream.

16. Faculty seeking funds specifically for material development should apply to the Research and Materials Development (RAMD) budget which exists for all core and adjunct faculty to develop their research plans and / or teaching materials. Allocation of such funds is subject to approval by a committee comprising the Deputy Dean (Faculty) and two Subject Area Chairs. Bids can be made twice a year to this committee. Details available [here](#).
17. Funds specifically for case development may be additionally available through LBS Publishing. Details available [here](#)

2.0 Timeline:

Programme Directors are the budget holders for core budgets. In line with the School's financial planning cycle, faculty teaching on core commit to confirming budget requirements to Programme Directors as follows:

Budget Build for following academic year - End of March

Q1 forecast – End of October

Q2 forecast – End of January

Q3 Forecast – End of April