

STUDENT HANDBOOK



SHAPING GLOBAL LEADERS

Aventis School of Management

100 orchard Road,
Concorde Hotel (formerly Le Meridien Hotel)
#04-100 Singapore 238840

Tel: 6720 3333 | Fax: 6720 2222

Website : www.aventis.edu.sg

Registration No. 200700458M

WELCOME MESSAGE

AVENTIS SCHOOL OF MANAGEMENT, SINGAPORE

Thank you for considering Aventis School of Management for your graduate education. Our graduate programs are designed to provide students with the tools to actively participate in the exciting and competitive world of management and international business.

We take tremendous pride in our academic excellence, our faculty members are known for blending advanced theories with practical business applications drawn from across USA, Europe and Asia to provide you with a holistic graduate experience. Unlike other major business schools which rely heavily on academic research and publications, Aventis's rich industrial heritage sets it distinctively apart, with our unwavering commitment towards delivering practical and industry driven curriculum. Our students in Europe and Asia enjoy the same academic quality and recognition for their education.

With a common passion for lifelong learning and a strong belief in professional development, we aim to facilitate learning through the delivery of quality executive education and dynamic knowledge exchange. Learning at our institution is enhanced by the high level of class interaction, enabling our students to work closely with peers and faculty rich in professional experience to form life-long friendships and business relationships.

I welcome your interest in our graduate programs and look forward to you becoming part of this dynamic academic community.

With kind regards,

Professor Dan Levin

Dean, Academic Affairs
Graduate Programs
Aventis School of Management

Aventis School of Management

Aventis School of Management is the leading Graduate School in the area of professional development and executive education. Unlike other major business schools which rely heavily on academic research and publications, Aventis's rich industrial heritage sets it distinctively apart from the rest, with its unwavering commitment towards delivering practical and industry driven curriculum. Aventis serves as the locus for professionals and senior executives to share; exchange and explore real life solutions to business challenges.

Professional Training for the Real World

Our industry driven curriculum offers an unsurpassed experience in accelerated learning that fosters both intellectual growth and the development of new tools to meet the specific current and future needs of working professionals across the world. Learning is enhanced by high levels of class participation and an emphasis on group work. This enables students to work closely with peers and faculty rich in professional experience and to form life-long friendships and business relationships.

Reinforcement through Lifelong Learning

Your career is a lifelong journey, even after you graduated, you are kept in our alumni network through a series of Professional Development, (CDP) Continuing Professional Development programs, Executive seminars & workshops, business networking and alumni events to ensure you optimize your professional success, driving home the message of "Work while you learn and learn while you work".

Aventis School of Management (ASIA)

Aventis, ASIA attracts top talents from across the region, providing a valuable regional business network. Candidates are drawn from a rich diversity of industries, nationalities, and knowledge, which enhances the learning environment through class discussion, group work, and presentation instead of purely academic examinations.

Commitment to Human Capital Development

In today's knowledge-based economy of the 21st century, excellent organizations are differentiated by their human capital and the superior products and services which are produced by skilled & talented professionals. Organizations that are dedicated to developing their human capital through continuous training and skills upgrading will be able to strengthen their capabilities to achieve competitive advantage. Aventis is dedicated and committed to Human Capital development and actively supports and contribute to major HR Conferences and events across the region in line with Aventis mission to promote and celebrate lifelong learning.

- **Prestigious HRM Awards 2009** - Proud Sponsor of one of Singapore's pre-eminent HR awards of the Year for Best Graduate Development.
- **The Singapore HR Awards 2009**, organized yearly by Singapore Human Resources Institute (SHRI) to celebrates leading HR practitioners in their drive for impactful human capital strategies.
- **Singapore HR Congress & Business-Connect Exposition 2009**, organized by the Singapore Human Resources Institute (SHRI)
- **HR Summit 2009 where world renowned business speaker**, Allan Pease will participate in the plenary session
- **Career & Education 2009**, organized by Singapore Professional Centre and Supported by Ministry of Education, Singapore

Shaping Global Leaders

Aventis's strong emphasis on integrity and social responsibilities helps shape global leaders who can lead with care, inspiration and wisdom. Shaping Global Leaders, who command respect through the way they live, learn and lead.

European Foundation for Management Development (EFMD)

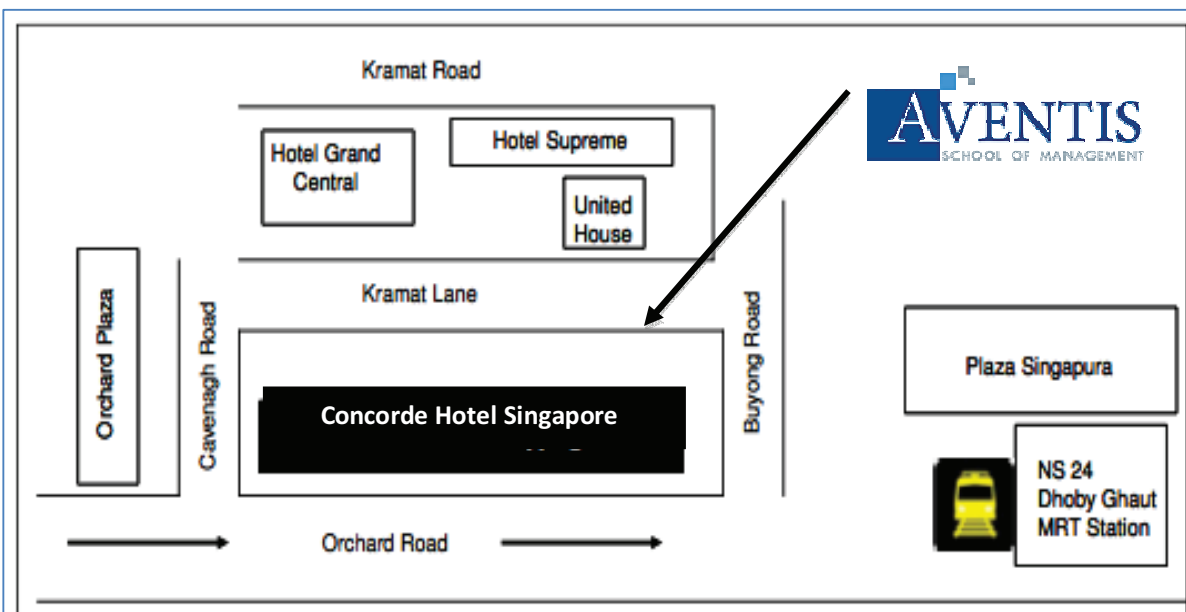
Aventis School of Management is one of 5 business schools in Singapore that is registered with European Foundation for Management Development (EFMD).

- Aventis School of Management
- Nanyang Technological University - Nanyang Business School
- National University of Singapore, School of Business
- Singapore Management University, Lee Kong Chian School of Business
- Universitas 21 Global

The European Foundation for Management Development (EFMD) is an international membership organization, based in Brussels, Belgium. With more than 650 member organizations from academia, business, public service and consultancy in 75 countries, EFMD provides a unique forum for information, research, networking and debate on innovation and best practice in management development.

EFMD is recognized globally as an accreditation body of quality in management education and has established accreditation services for business schools and business school programmes, corporate universities and technology-enhanced learning programmes.

Location Map



Aventis School of Management is located on the 4th floor of Concorde Hotel, Singapore.

Address : 100 Orchard Road, Concorde Hotel, #04-100 Singapore 238840

Phone : (65) 6720 3333, Fax : (65) 6720 2222

Facilities

We have a total of four classrooms. All the classrooms are fully equipped with a computer, LCD projector, desktop speakers, flipchart stands, etc. The facilities are designed to support and provide an environment conducive to lecture/ training needs.

Lecturer-Student Ratio

Lecturer-Student ratio refers to the number of teachers in an institution with respect to the number of students who attend the institution. At Aventis School of Management, we aim to optimize the learning experience of our students, our average lecturer to student ratio of 1 : 25 ensure that there is maximum participation and facilitation within the class.

01 Attendance Policy

International Students

International students holding a student pass are required to attain at least 90% attendance, failing which the student pass may be cancelled by the Immigration and Checkpoints Authority (ICA).

The students must ensure that they sign the attendance personally for every class attended. Students caught signing the attendance on behalf of another student will be subjected to severe disciplinary action by the School

Local Students

Students must be present at all classes as attendance will be taken at every class. If students are absent from classes for valid reasons (e.g. business trips, medical condition etc), supporting documents must be submitted to the Student Affairs Office within three working days to avoid being penalised for missing classes.

Students who are found to have signed the attendance on behalf of other students will be subjected to severe disciplinary action by the School.

02 Assessment Policy

Students will be assessed through a combination of assignment(s)/test(s)/quiz(es), attendance and final examination. The weightage of the various assessment components will be made known to the students in the unit outline of the respective modules.

03 Submission of Assignment Policy

Deadline for Submission of Assignment

Students are required to submit their assignments on or before the stipulated deadline, failing which, a penalty may be imposed or a zero grade may be awarded. Students are also required to save their assignments in soft copies.

Plagiarism

It is the responsibility of the students to ensure that the assignments submitted are their own work. If students are found submitting work done by other people or if a large portion of their work contains unacknowledged materials, they are deemed to have committed plagiarism and will be subjected to disciplinary action by the School.

04 Examination Policy

Examination Date, Time and Venue

All examination dates, time and venue are set by the School. Changes to the date, time and venue to accommodate individual's requests will not be entertained, unless otherwise approved by the School on a case-by-case basis.

Punctuality for Examination

Candidates are allowed to enter the examination hall **15 minutes** before the examination is due to commence. Candidates must be seated at their assigned desks at least **10 minutes** before the start of examination.

Candidates are not allowed to enter the examination hall **30 minutes** after the start of examination. They are also not allowed to leave the examination hall for the first 30 minutes and last 15 minutes of the examination. No candidate may leave the examination hall without the permission of the invigilator, who will arrange for an escort. Any candidate who leaves the examination hall without the permission from the invigilator will not be allowed to return to the examination hall.

Students' Belongings

All bags and notes are to be placed at the front or back of the examination hall. Candidates are to switch off all their electronic devices (e.g. mobile phones) and place them in their bags. If students are found to possess unauthorised materials during the examination, it will be deemed as a dishonest act and they will be subjected to severe disciplinary action.

No dictionaries of any kind will be allowed into the examination hall, unless otherwise specified by the School.

Identification

All candidates must place their Student Card / NRIC / Passport on the top right-hand corner of the desk for the Invigilator to check when he/she marks the attendance. Students without the required identification will not be allowed to sit for the examination.

Dishonesty

Candidates who are caught cheating or attempting to cheat during the examination will not be allowed to continue with the examination. A fail grade will be awarded to the candidate automatically.

Absence from Examination

Students who are absent from an examination must produce an official document (e.g. medical letter from a general practitioner or letter from employer) within **3 working days** from the date of the examination. Students will be allowed to take the supplementary examination as their Deferred Examination. There will not be any Supplementary Examination for students who failed their Deferred Examination.

Students who are absent from an examination and who are unable to produce an official document will be deemed to have sat for and failed the examination.

Application for Deferred Examination

Students who are unable to sit for a particular examination on the scheduled date are required to submit the relevant document(s) to the School **prior** to the examination. Approval for a deferred examination will be granted at the sole discretion of the School.

Eligibility for Supplementary Examination

Students who have obtained a marginal fail grade of 45 – 49 marks out of 100 are allowed to sit for the Supplementary Examination. Students with a grade of 44 and below will be required to re-module that unit (i.e. pay the course fees, attend classes, submit assignment(s), and sit for test(s)/examination).

Appeal against Results

Students are to submit their application for appeal against their results **within 15 days** from the date of release of their results to Student Affairs Office. The administrative fee for appeal application will be S\$50.00 per unit. Please note that the application to appeal against results does not entitle the students to view or retain their examination scripts.

Student Affairs Office

Tel : (65) 6720 3333
Email : studentaffairs@aventis.edu.sg

To ensure objectivity in the appeal process, the appeal will be administered by an independent Examination Board. The outcome of the appeal can be one of the following:

- The original grade awarded will remain; or
- A better grade will be awarded; or
- A worse grade will be awarded

The decision of the Examination Board shall be final and no further appeal will be entertained.

05 General Academic Regulations

Academic Board

The Aventis Academic Board serves to ensure that the school puts in place proper processes for ensuring the quality of the academic courses that we conduct, including the suitable deployment of teachers, and proper examinations procedures.

The Academic Board Members comprise of:

- Dr Foo Check Teck (PhD, Strategy, University of St Andrews)
- Dr Zhang Yen Ming (Doctor of Education, Harvard)
- Mr Samuel Teo (MBA, MacQ, MSc Finance, City Uni of New York)
- Mr Frankie Thong (BEng Hons, National Uni of Singapore)

Should you require any assistance on academic matters, please email : acad@aventis.edu.sg

Examination Board

The Aventis Examination Board is responsible for the development of examination and assessment procedure for all courses including security of examination scripts , conduct of examinations and handling of student appeals.

The Examination Board Members comprise of:

- Dr Foo Check Teck (PhD, Strategy, University of St Andrews)
- Dr Zhang Yen Ming (Doctor of Education, Harvard)
- Mr Samuel Teo (MBA, MacQ, MSc Finance, City Uni of New York)
- Mr Frankie Thong (BEng Hons, National Uni of Singapore)

Should you require any assistance on examination matters, please email exam@aventis.edu.sg (Examination Matters)

Grading System

Students are responsible for knowing the School’s academic policies. Each of the policies listed is described in detail in this section:

Aventis School of Management uses a 4.0 grade point average (GPA) calculation to determine a student’s academic standing. Grades for modules are indicated as follows :

Grade	Quality Value Per Credit	Marks
High Distinction (HD)	4.0 grade points	80 - 100
Distinction (D)	3.0 grade points	70 – 79
Credit (C)	2.0 grade points	60 – 69
Pass (P)	1.0 grade points	50 – 59
P@	0.8 grade points	Pass on Re-sit
Fail (F)	0.0 grade points	Below 50

The grade of F is computed in the GPA. A failed module must be repeated if it is a required module in the student’s program.

Computation of the Grade Point Average (GPA)

$$\text{Cumulative GPA} = \frac{\text{Sum of (Credit Points x GPA value of grades)}}{\text{Sum of Credit Points}}$$

The following illustration shows how a student who has attempted 12 credits should compute his/her grade point average on a 4.0 basis.

GRADE	VALUE	CREDIT POINT	GRADE POINTS
HD	= 4.0	X 3	12.0
D	= 3.0	X 3	9.0
C	= 2.0	X 3	6.0
F	= 0.0	X 3	0.0
		12	27.0

$$\begin{aligned} \text{Cumulative GPA} &= 27 / 12 \\ &= 2.25 \end{aligned}$$

Academic Probation

Students are considered to be on academic probation if their cumulative grade point average falls below 2.00

06 Payment Policy

Mode of Payment

Students may opt to make payment of course fees through the following options:

- Cash
- Cheque (made payable to "Aventis School of Management Pte Ltd")
- Nets (limit to S\$2000 daily)
- Credit Cards

All payments have to be made out in Singapore dollars.

Students are only allowed to utilise the 0% credit card instalment plan for full payment. Subsequent payment of course fees by credit card instalments will be subjected to a 5% school's administrative charge.

Outstanding Fees

Students are expected to make timely payment of course fees to the School. Failure to make the fees payment by stipulated deadline will result in suspension of student's status from register. Students will be barred from sitting for examinations.

Re-module fees

There will be a re-module fee for students who failed / retake any particular module.

07 Deferment Policy

Deferment of a module/ course will only be considered if a written notice is submitted at least 10 working days prior to module/ course commencement. Deferment will only be approved after payment of outstanding fees (if any) has been made.

Approval for deferment is at the sole discretion of the School. The School's decision is final.

Deferment is generally not encouraged unless on compassionate grounds and approval granted at the sole discretion of the School.

08 Withdrawal & Refund Policy

Students who wish to withdraw (or terminate) from the programme prior to / after commencement of course shall adhere to the terms and conditions of the refund policy.

Request for course withdrawal must be made in writing to the Student Affairs Office.

All application processing and membership entrance fees paid to Aventis School of Management are non-refundable. Only the course fees paid are refundable on the following conditions:

% of [the aggregate amount of] the course fees paid	If the student's written notice of withdrawal is received
[100%]	At least 2 weeks before course commencement date
[50%]	1 week before course commencement date
[0%]	Less than 1 week before course commencement date

It takes approximately 14 working days for the refund process to be completed.

09 Feedback Mechanism

The School is committed to provide a satisfactory learning experience for the students during their studies with us. In the event that the students have any feedback/concerns/issues, please contact the following personnel:

Student Affairs Office

Tel : 6720 3333

Email : studentaffairs@aventis.edu.sg

Students can also reach us by sending their letters to our address at:

100 Orchard Road #04-100 Concorde Hotel Singapore 238840 or through fax : 6720 2222

The School will investigate and act to resolve areas of concerns. Our interim response is within two working days. Depending on the complexity of the case, our response time is within 21 working days. If the School is unable to solve the complaint amicably, students are able to refer to CASE mediation channel.

Programme Evaluation

As part of our commitment to provide quality programmes to our students, the School invites students to provide feedback relating to the following areas on the third and last lesson of every module :

- Lecturer's Effectiveness
- Quality of Programme / Course Materials
- Quality of Student Services Support

The responses will be kept **STRICTLY CONFIDENTIAL** and will only be used by the School to make improvements to our programmes and services.

10 Data Protection Scheme

Aventis School of Management is committed to maintain the confidentiality of the student's personal information and undertakes not to divulge any of the student's personal information to any third party (unless required by law or other statutory regulations) without the prior written consent of the student.

11 General Information

Student Affairs Office

Address : 100 Orchard Road #04-100 Concorde Hotel Singapore 238840

Tel : (65) 6720 3333 | Fax: (65) 6720 2222 | Email: studentaffairs@aventis.edu.sg

Student Affairs Executive

Name : Reanne Mak (Ms)

Tel : 6720 3333

Email : reanne@aventis.edu.sg

Managers

Ms Joyce Chew – Director

Tel : 6720 3333

Email : joyce@aventisgroup.com.sg

Mr Samuel Teo – General Manager

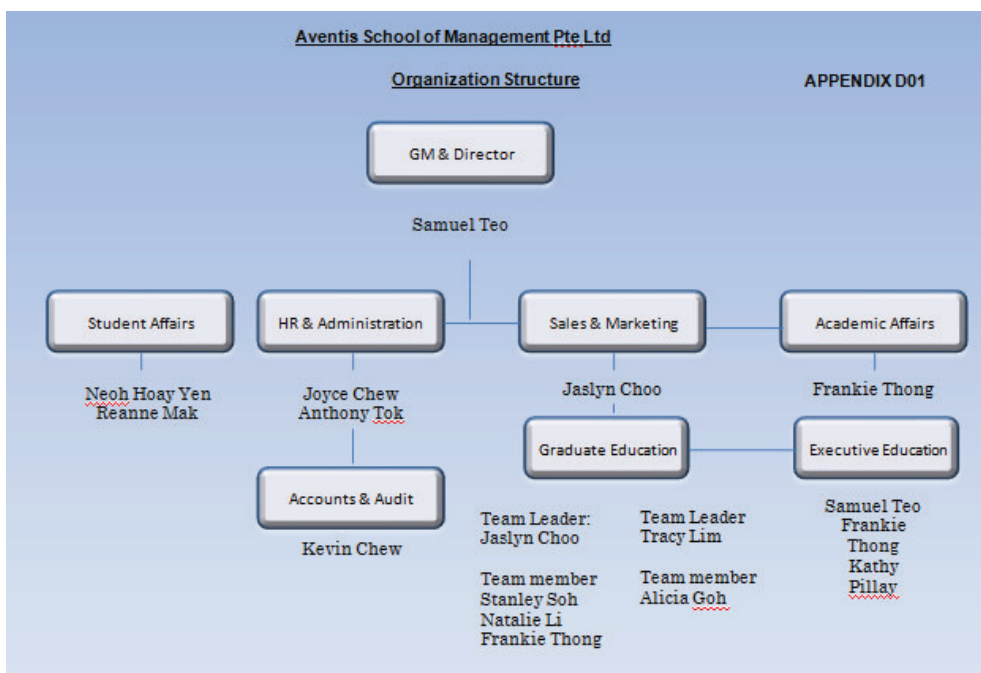
Tel : 6720 3333

Email : samuel@aventis.edu.sg

Ms Jaslyn Choo – Senior Manager

Tel : 6720 3333

Email : jaslyn@aventis.edu.sg



Change of Particulars

Students are required to fill in the 'Change in Contact Details Form' to update the Student Affairs Office of any changes in their personal particulars. It is the responsibility of the students to update the School of any changes in their personal particulars (especially the mobile number and email address) as these are the two main channels of communication between the School and the students. A copy of the form can be obtained from our Student Affairs Office in our centre.