Welcome to Aventis - University of Roehampton ORIENTATION
July 2022 Intake

Agenda

Agenda	Time
Orientation Briefing	10.00am – 10.30am
Academic Referencing Workshop	10.30am – 12.30pm

Before we get started..

➜ Use headphones with microphones

➜ Please mute your mic when you are not speaking

➜ Only 1 person speak at a time

➜ Respect the chat box

➜ Use the reaction button

➜ Turn on your video

➜ Enjoy the session!

Welcome to Aventis Graduate School

Our Vision

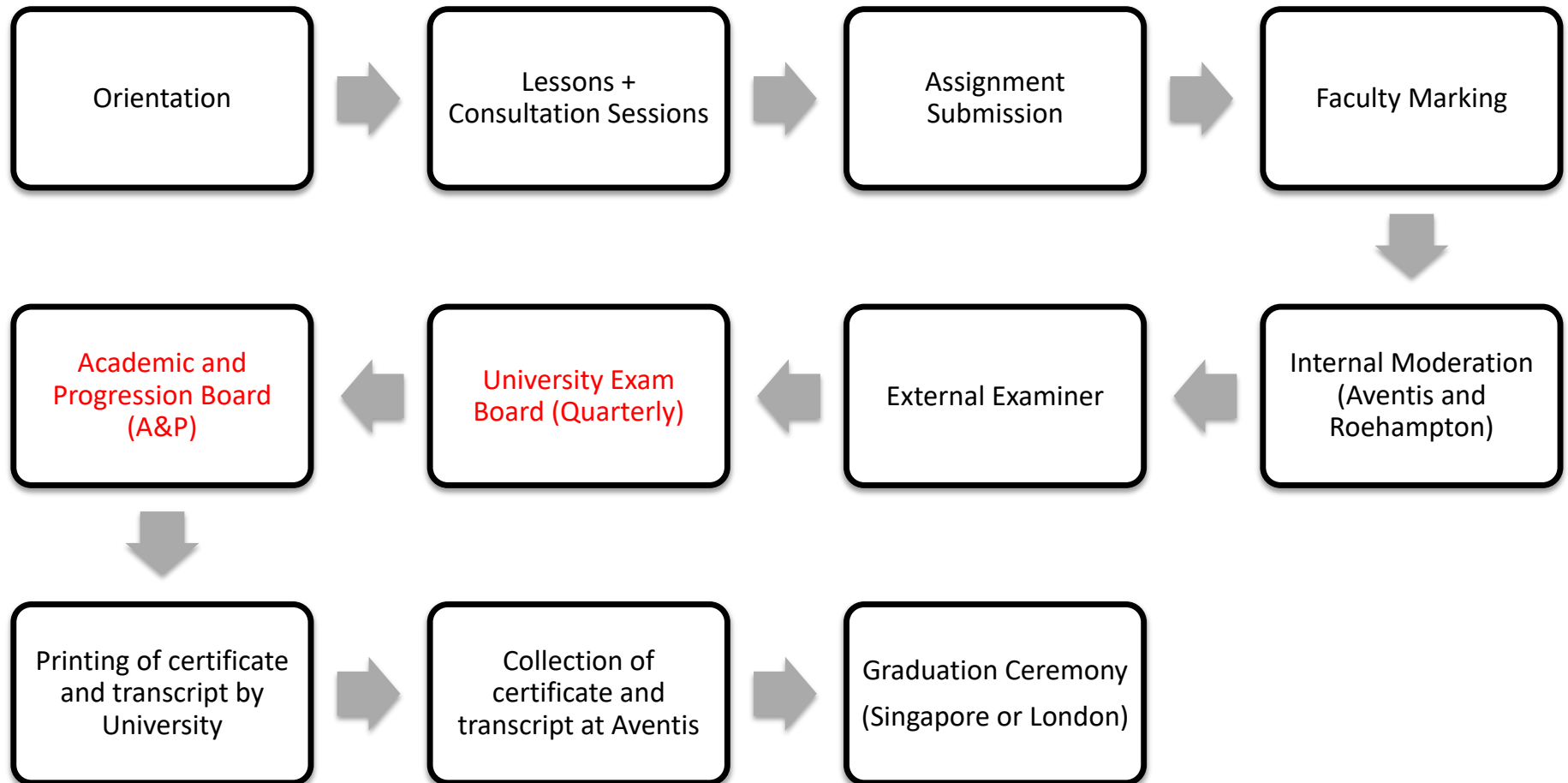We aim to be the leading provider of quality education in Singapore

Our Mission

We recognize the significance of human capital development and are committed to uphold the quality of teaching, learning and service to all our students

Your learning Journey

Orientation → Lessons + Consultation Sessions → Assignment Submission → Faculty Marking

↓

Academic and Progression Board (A&P) ← University Exam Board (Quarterly) ← External Examiner ← Internal Moderation (Aventis and Roehampton)

↓

Printing of certificate and transcript by University → Collection of certificate and transcript at Aventis → Graduation Ceremony (Singapore or London)

Class Attendance

- 75% overall attendance recommended

- Be punctual for classes

- Please have mutual respect for your classmates and faculty

- Contribute to class discussion

- Class will be conducted via Zoom

- Change your name to reflect as per your NRIC during the zoom sessions.

Class Schedule

- 7 modules + 1 dissertation / consultancy project
- Each module – 4 lessons per month + 2 consultation sessions, please refer to programme schedule
- Lessons are conducted from: 9.00am to 5.00pm (Weekends)
- Consultation Sessions are conducted from: 7.00pm – 8.00pm (Weekdays)

Class Schedule

- There is no lectures for dissertation / consultancy project
- You will be provided to 4 x 1hour consultation session with your assigned supervisor
- A copy of the latest updated class schedule can be downloaded from our website: https://aventis.edu.sg/resources/

Student Information

Weblink: https://www.aventis.edu.sg/resources/

Class Schedule

Weblink: Click Here.

University Learning Platform – Moodle

Weblink: https://partnerships.moodle.roehampton.ac.uk/login/index.php

University Learning Platform – Moodle

- Student Turnitin Test Page

University Online Library

- Roehampton Online Library
    - Access it from the footer of your Moodle page and sign in with your Roehampton email address and password when prompted

University Online Library

- Roehampton Online Library
  - Click on Library guides as shown to access the online library resources

University Online Library

Resources

| Databases | Books & Ebooks | Referencing | Postgraduate resources |

Databases are large, searchable collections of academic materials. Many provide access to full-text journal articles, whilst others provide article abstracts/citations or other types of information. Databases are useful because they provide access to high-quality, authoritive and up-to-date research in your subject area.

To access Roehampton's online databases you will be required to authenticate access. Almost all of our resources use a system called OpenAthens to enable you to login.

It is always best to use the database links provided in this guide rather than searching for databases on the Internet, as the links in this guide will direct you straight to the University of Roehampton's login page where you can enter your Roehampton username and password to enter the database.

If you experience any problems accessing the online databases or ebooks please refer to the 'Access instructions for databases and ebooks' pdf below.

- EBSCO Databases - Aventis
  This link will give you access to **Business Source Premier**, **APA PsycArticles**, **APA PsycBooks**, **APA PsycInfo** and **APA PsycTests**.

- Emerald Insight
  Full text access to hundreds of journals and eBooks covering 9 subject areas: Accounting, Finance & Economics, Business, Management & Strategy, Education, Health & Social Care, HR, Learning & Organizational Studies, Marketing, Operations, Logistics & Quality, Public Policy & Environmental Management, and Tourism & Hospitality.

- HeinOnline
  Search over 2,000 law and law related journals.

- PEP-Web
  A digital archive of many of the major works of psychoanalysis, including the complete works of Sigmund Freud and complete versions of other classic texts.

- Sage Research Methods Online
  Provides help, guidance and tools for designing, writing and reporting research projects.
  Problems logging in off campus? See our ⟲ tutorial.

Student Portal

Web Link: https://portal.roehampton.ac.uk/student/

Personal details that could be changed includes the following:

• Address

• Contact Details such as email address & contact number

Any name changes must be submitted via FORM SR7 (Application to change name) with supporting documents.
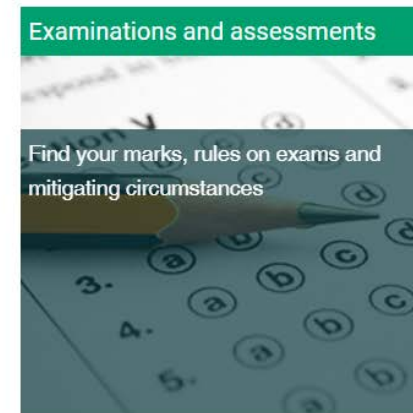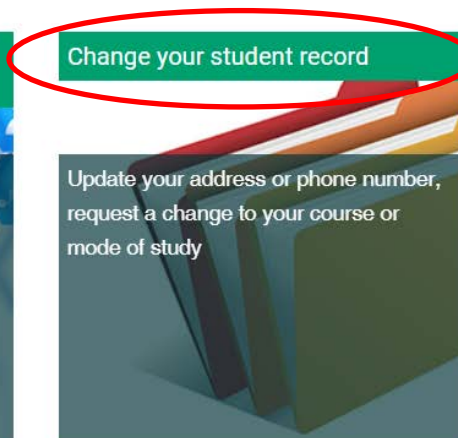
Student Portal

- View your student academic profile for your confirmed grades in the student portal

- Web Link: https://portal.roehampton.ac.uk/student/

Assignment Deadlines

- **15 days** from the date of last class
  - 10pm SG time
- Actual due dates can be found in Moodle and Live Schedule
- Any extensions is strictly at the discretion of the University
- Extension request to be submitted **at least 3 working days prior to the deadline**
- Reasons such as the following are not valid grounds for an extension request:
  - Work commitments
  - Failure to attend class
  - Computer failure/ technical issue
  - Outstation for work

Late Submissions

- Penalty will be imposed on work that is submitted after the stipulated deadline

- Penalties are as follows:
    - For submissions up to 10pm (SG time), seven calendar days after deadline; grades will be capped at **50%**
    - For submission after 10pm (SG time), seven calendar days after the deadline; the assessment will be set to **zero**

Extension Requests

- Extension request and supporting document must be submitted to studentservices@aventisglobal.edu.sg (Processing time: 3 working days)

- Reasons such as work commitments, personal travel, technical hardware issues like computer fault, will not be accepted as valid grounds for assignment extension / deferment.

- No formal extension of assignment submission deadline (s) unless it has written approval from Aventis.

Marking Process

- There are 4 stages of marking for your programme.

Grades will be confirmed at the exam board that takes place quarterly at the University. Results will be updated in **Student Academic Profile.**
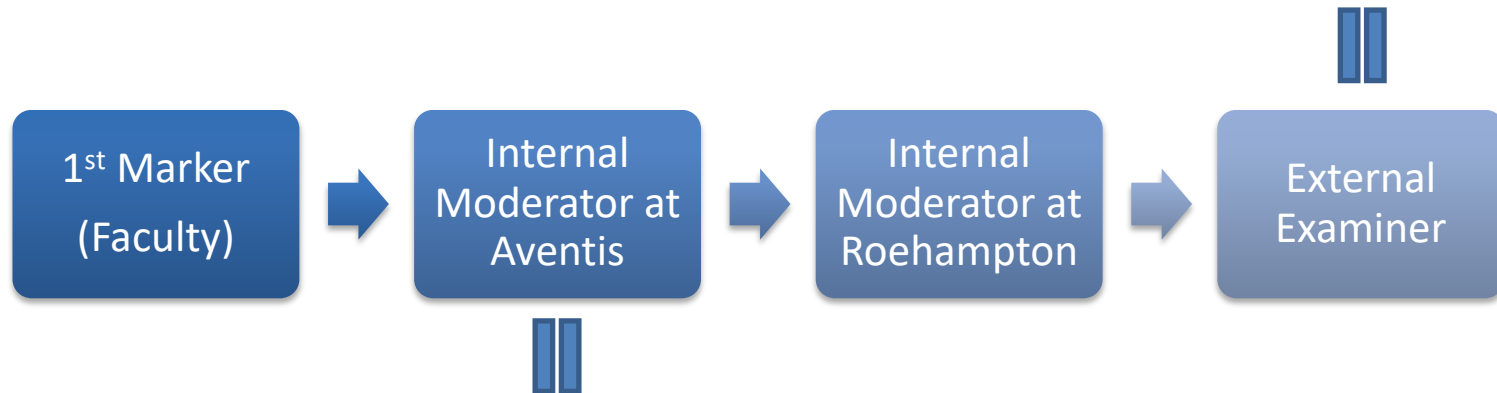
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┌──────────────┐     ┌──────────────┐     ┌──────────────┐     ┌──────────────┐
│  1st Marker  │ ──▶ │   Internal   │ ──▶ │   Internal   │ ──▶ │   External   │
│  (Faculty)   │     │ Moderator at │     │ Moderator at │     │   Examiner   │
│              │     │   Aventis    │     │  Roehampton  │     │              │
└──────────────┘     └──────────────┘     └──────────────┘     └──────────────┘
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Provisional results of assignments will be released in **Moodle** one month after the assignment due date.

Checking of Results

- *Provisional results* of assignments will be released in **Moodle** one month after the assignment due date.

- You may view the results and feedback from faculty under the assignment submission link

- For students that have failed / would like to do an academic appeal, you will only be able to do it **after** the university exam board

- Moodle Weblink: https://partnerships.moodle.roehampton.ac.uk/login/index.php

Checking of Results

- Student Portal Weblink:

  Confirmed results will be updated in your **student academic profile** in your student portal once it has been confirmed at the exam board that takes place quarterly.

- Student Portal Weblink:
  https://portal.roehampton.ac.uk/student/

Re-sits & Retakes

- You will be informed by the student services team **after the quarterly exam board** on the necessary actions for the modules that you have failed.

Exam Board
- Outcome (fail) from the quarterly University exam board

Re-sit
- You will be permitted one opportunity to attempt the assignment without having to attend classes
- A re-sit fee of **$535** will be applicable

Re-takes
- Student who fail the re-sit opportunity will be required to attend classes again at the next opportunity it is being offered
- Re-module fee will be based on your signed student contract

Certificate and Transcript

- You can expect to receive your certificate and transcript **4 months after** the confirmation of your dissertation / consultancy project results
- We will be sending out an email to invite students to come by for the collection of your certificate and transcript

Classification of Results

- On transcripts, module results will only display Pass/Fail
- On certificates will display the classification based on average mark

Pass: 50% – 59%

Merit: 60% – 69%

Distinction: 70% - 100%

Sample Certificates

Roehampton
University

Ann Student

Having completed a programme of study has on the 27 June 2018 been awarded the

Masters in Business Administration

with

Distinction

Vice-Chancellor

This certificate should be read in conjunction with the Academic Transcript

Roehampton
University

Ann Student

Having completed a programme of study has on the 27 June 2018 been awarded the

MSc Global Human Resource Management

with

Distinction

Vice-Chancellor

This certificate should be read in conjunction with the Academic Transcript

Roehampton
University

Ann Student

Having completed a programme of study has on the 27 June 2018 been awarded the

MSc Global Marketing

with

Distinction

Vice-Chancellor

This certificate should be read in conjunction with the Academic Transcript

*** Name are printed on certificate and transcripts based on official documents such as NRIC and passports.

Sample Certificates

Follows the UK Naming Convection

Certificate Naming Convention:

- Forename followed by Last Name
- Example 1: Wei Liang Tan
  Wei Liang (forename) & Tan (Last name)

Transcripts Naming Convention:

- Last Name, Forename
- Example 1: Wei Liang Tan
  Tan, Wei Liang
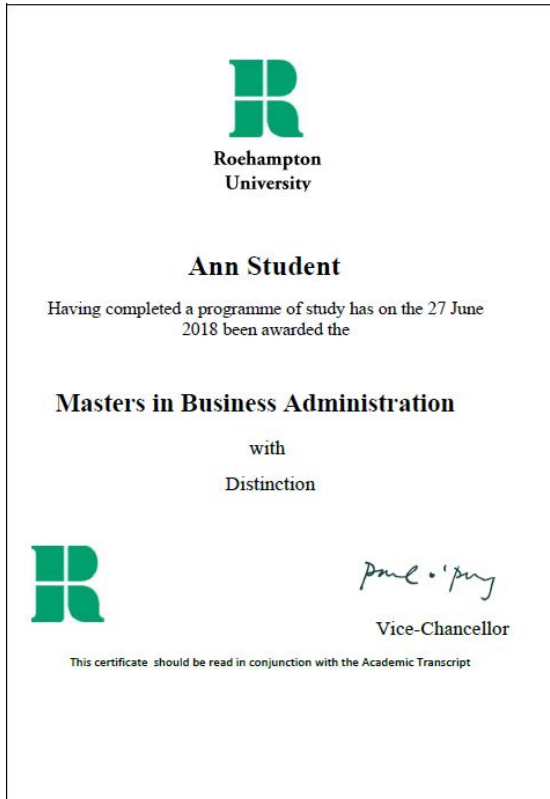
Sample Certificates

Follows the UK Naming Convection

Certificate Naming Convention :

- Forename followed by Last Name
- Example 2: Clare Andrews
  Clare (forename) & Andrews (Last name)

Transcripts Naming Convention :

- Last Name, Forename
- Example 2: Clare Andrews
  Andrews, Clare
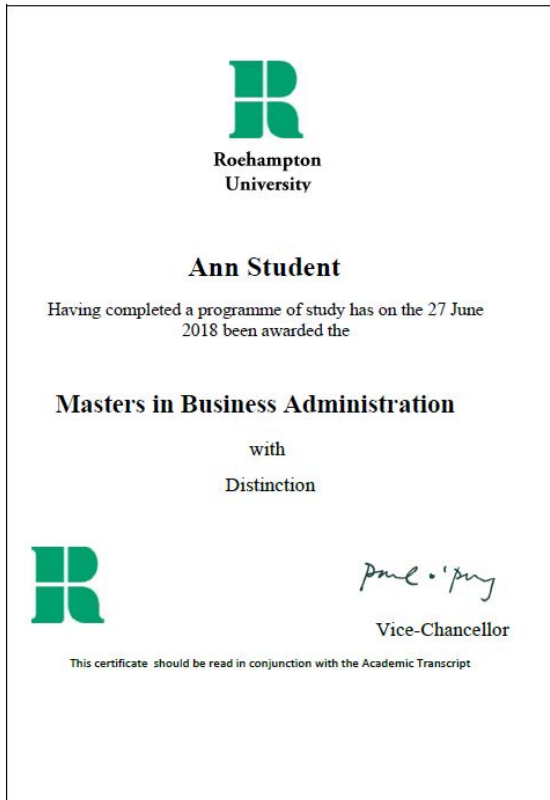
Roehampton University

Ann Student

Having completed a programme of study has on the 27 June 2018 been awarded the

Masters in Business Administration

with

Distinction

Vice-Chancellor

This certificate should be read in conjunction with the Academic Transcript

Sample Certificates

Follows the UK Naming Convection

Certificate Naming Convention:

- Forename followed by Last Name

- Example 3: Clare Michelle Andrews
  Clare Michelle (forename) &
  Andrews (Last name)

Transcripts Naming Convention:

- Last Name, Forename

- Example 3: Clare Michelle Andrews
  Andrews, Clare Michelle
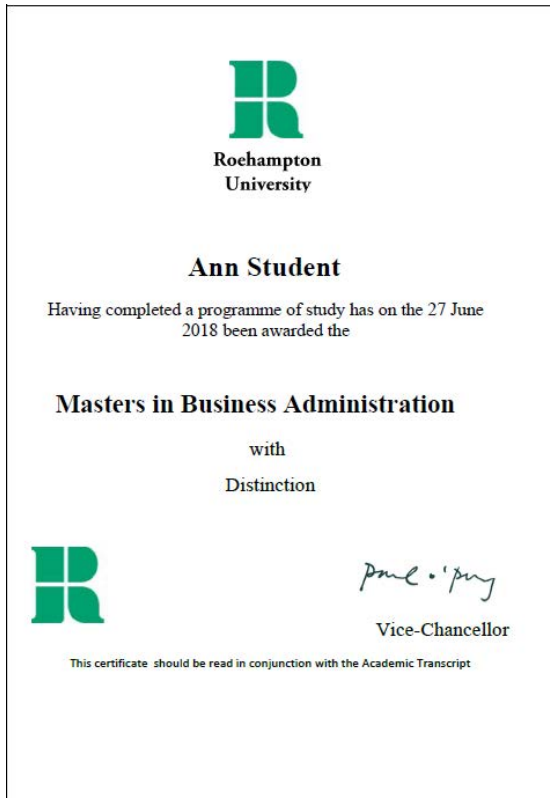
Sample Certificates

Follows the UK Naming Convection

Certificate Naming Convention:

- Forename followed by Last Name
- Example 4: Nurul Aqilah Binte Sari Nurul Aqilah (forename) & Binte Sari (Last name)

Transcripts Naming Convention:

- Last Name, Forename
- Example 4: Nurul Aqilah Binte Sari Binte Sari, Nurul Aqilah
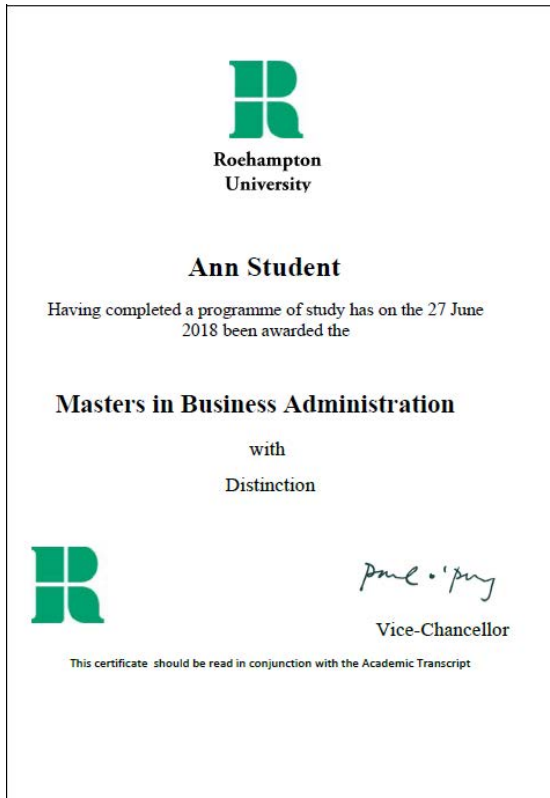
Sample Certificates

Follows the UK Naming Convection

Certificate Naming Convention:

- Forename followed by Last Name

- Example 5: Murugayan S/O Kalimuthu
  Murugayan (forename) & S/O Kalimuthu
  (Last name)
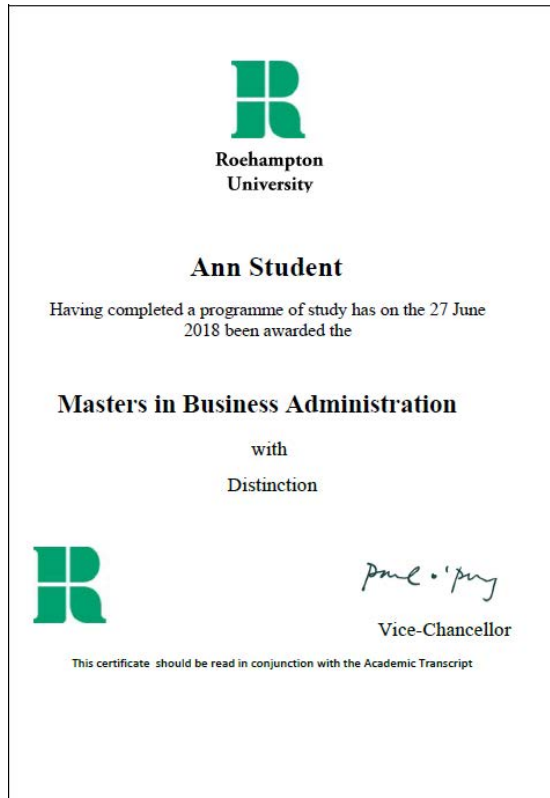
Transcripts Naming Convention:

- Last Name, Forename

- Example 5: Murugayan S/O Kalimuthu
  S/O Kalimuthu, Murugayan

Sample Transcript

First Registration Date: 08 September 2018   Date of Award: 06 February 2020
Title of Award: Masters in Business Administration (Delivered by Aventis School of Management - Singapore)

Classification: Merit

Credits Awarded on Entry: None

Modules Taken:

CODE		TITLE	CREDIT	LEVEL	MARK	RESULT	DATE
		******** Beginning of Transcript ********					
RBP020L034	V	Strategic Marketing Management	20	L	50	Pass	Nov 2018
RBP020L003	V	Management Research Methods	20	L	63	Pass	Jan 2019
RBP020L036	V	Brands and Brand Management	20	L	57	Pass	Jan 2019
RBP020L037	V	International Management and Human Resource	20	L	58	Pass	Jan 2019
RBP020L017	V	Strategy, Change and Leadership	20	L	51	Pass	Mar 2019
RBP020L011	V	Cross Cultural Management	20	L	63	Pass	May 2019
RBP020L024	V	Financial and Performance Management	20	L	64	Pass	Jun 2019
RBP040L002	V	Dissertation	40	L	61	Pass	Feb 2020

Credits on Entry: 0
Credits Gained: 180
Total Credits: 180

School Fees

- Please refer to your Student-PEI contract on your school fees
- Payment modes:
  - iBanking/Mobile Banking (provide screenshot)
  - Cheque made payable to "**Aventis Graduate School Pte Ltd**"
  - Cash payment to Aventis full-time staff
  - Telegraphic Transfer
  - NETS (3% admin fee applies)
- Please email a screenshot of the successful bank transfer email to studentservices@aventisglobal.edu.sg. An official receipt will be emailed to you upon verification of your payment.
- Payment reminders will be sent to students 2 weeks before due date. Any LATE payments will incur 5% penalty.

Leave Application

- Student must submit Leave Application Form and supporting document to the student service at studentservices@aventisglobal.edu.sg at least 5 days before the class date or latest within 3 days after the class date.

- Following are the valid grounds for leave application approval:

Reasons	Supporting Documents (in English Language)
Compassionate Leave for Immediate family members	Death Certificate
Medical Leave	Medical Certificate
Business Overseas Trip	Company Letter and Air Ticket/Boarding Pass

- A copy of the leave application form can be downloaded at: https://aventis.edu.sg/resources/

Deferment Policy

- Student must inform Aventis by writing to student services together with all supporting documents for processing the deferment request.

- Student is required to complete the SR5 - Application to interrupt your programme of study.

- Student will be informed of the outcome, within four (4) weeks from the date the request is submitted for processing by the University.

- **Maximum deferment/interruption period is 1 year.**

Withdrawal and Refund Policy

- Student must inform Aventis by completing Aventis "Withdrawal and Refund Request Form" and the respective University's Withdrawal Form together with all supporting documents for processing the withdrawal request

- Student will be informed of the outcome, within four (4) weeks from the receipt of the withdrawal application

- Link: https://aventis.edu.sg/student-policy-for-edp/

% of [the amount of fees paid under Schedules B and C]	If Student's written notice of withdrawal is received:
[70%]	("Maximum Refund") More than [60] days before the Course Commencement Date
[50%]	Before, but not more than [60] days before the course commencement date
[30%]	Before, but not more than [14] days before the course commencement date
[10%]	Before, but not more than [7] days before the course commencement date
[0%]	On or after the Course Commencement Date

Online Evaluation Form

- Link provided to student via email for the online evaluation

- Login is not required, hence response will remain strictly **anonymous.**

- Survey can also be found in the Moodle.

- **Module Survey**
  - ➢ This survey is need to be completed every time after the last class of **every module.**

- **Course Survey:**
  - ➢ This survey is need to be completed once you finished all 8 modules.

Student Feedback and Grievances

- In the event that you have any feedback/concerns/issues, please contact Student Services via email at studentservices@aventisglobal.edu.sg

- We will investigate and resolve the areas of concern within 21 working days, depending on the complexity of the case. If a student is not satisfied with the outcome of the resolution process, we may refer the matter concerned to the CPE Mediation-Arbitration Scheme. For more details, please visit https://www.ssg.gov.sg/cpe/student-services/dispute-resolution.html

Our Commitment to You

Student Services

Email: studentservices@aventisglobal.edu.sg

Telephone: 6720 0310 (Level 4 Campus)

WhatsApp: 9466 1697 (Text only)

Please save the number so that you will be able to receive the WhatsApp broadcast messages from us.

Response Time / Working Hours

- Within 3 working days

- Weekdays: 9.30am – 6.30pm

- Saturday: 8.30am – 12.30pm

Any questions?

Thank you

Academic Writing and Referencing Workshop

Mr Sun Wai Hoong

Aventis Graduate School

Agenda

- Introduction to Roehampton, your programme and each other

- Ice-breaker

- Reviewing postgraduate assessment criteria: What do we mean by critical thinking, writing and analysis?

- Referencing

- How to access essential resources to support your studies

- Academic regulations

- How to be a successful Roehampton student

About Roehampton

Ranked best modern university in London

| Complete University Guide 2016 | Sunday Times Good University Guide 2015 | Guardian University Guide 2016 |

Roehampton is most research-intensive modern university in UK

QAA
UK Quality Assured

University of Roehampton
London

AVENTIS
GRADUATE SCHOOL

Vision and values

**Collegiality, Equality, Diversity, Global Outlook
Challenging, Inspiring & Supportive of students**

University of Roehampton London

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Modules you will study

Master of Business Administration	MSc in Global Human Resource Management	MSc in Global Marketing	MSc in Global Financial Management
Business Research Methods	Business Research Methods	Business Research Methods	Business Research Methods
Strategic Marketing	Strategic Marketing	Strategic Marketing	Strategic Marketing
Financial Performance Management	Financial Performance Management	Financial Performance Management	Financial Performance Management
Leadership and Change Management	Leadership and Change Management	Leadership and Change Management	Leadership and Change Management
Sustainable Business Strategy	Managing Across Borders	E-Marketing	Strategic Investment Appraisal
Project Management	Global Strategic Management	Global Strategic Management	Global Strategic Management
HR Business Partnering	HR Business Partnering	Global Brand Management	International Corporate Finance
Dissertation OR Consultancy Project			

ICE-BREAKER

What is critical thinking?

Critical thinking is:
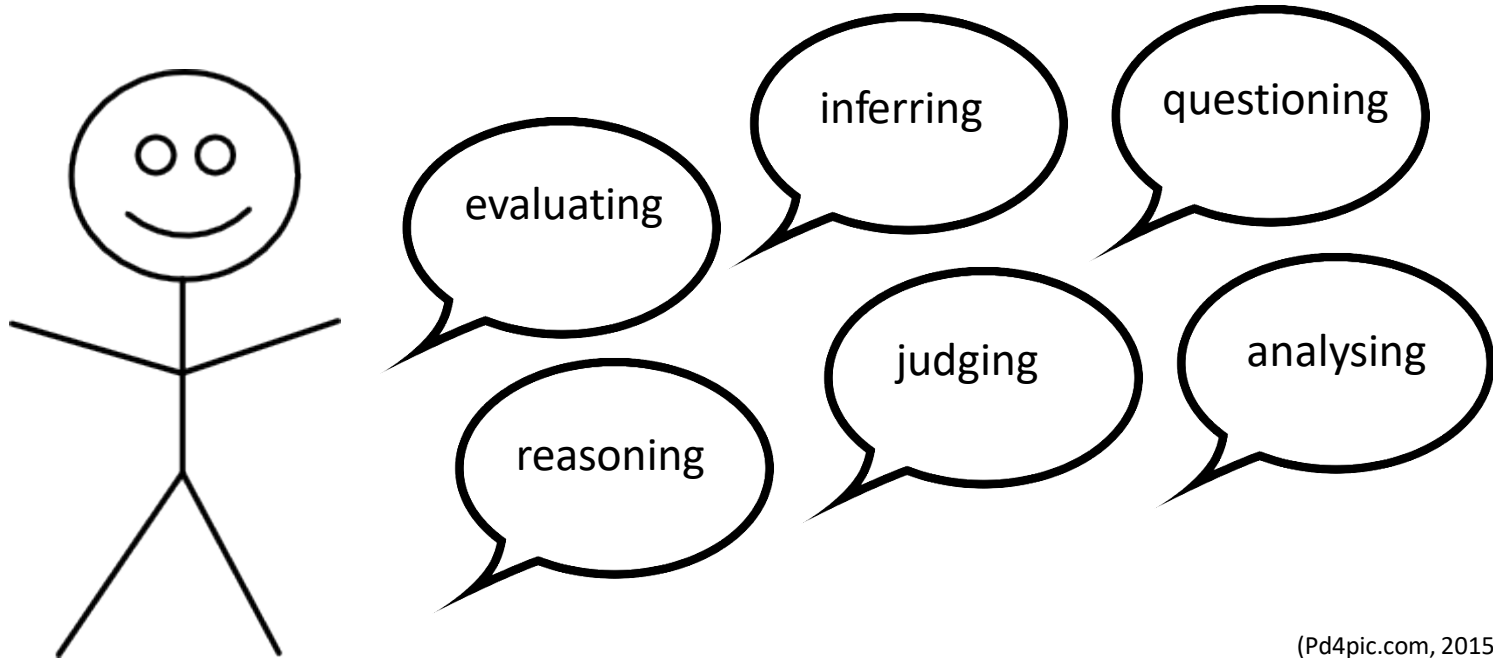
(Pd4pic.com, 2015)

What is critical thinking?

"weighing up arguments for and against" (Cottrell, 2008)

"Critical thinking is the intellectually disciplined process of actively and skilfully **conceptualizing**, **applying**, **analysing**, **synthesizing**, and/or **evaluating** information gathered from, or generated by, **observation**, **experience**, **reflection**, **reasoning**, or **communication**, as a guide to belief and action" (Criticalthinking.org, 2015)

Critical thinking in an academic context

- Two key components
  - A habit of questioning
  - Specific knowledge
- Accepting that there may not be one 'right' answer
- Acknowledging that Tutors don't have all of the answers
- A crucial way of showing how you have engaged with your sources (**analysis rather than description**)

Critical thinking behaviour and principles

- Read
- Question
- Make judgements
- Compare and contrast
- Be sceptical
- Examine
- Synthesise
- Identify gaps
- Reflect
- Critique your own ideas

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Points to remember with critical writing

Check that you have:

- Addressed your task fully

- Introduced your work clearly

- Organised your ideas effectively

- Provided evidence to support your claims

- Evaluated the evidence you use

- Concluded your work effectively.

Referencing

Referencing involves two key elements:

- **Citations** (Quoting and Paraphrasing)
- **Bibliography/Cited Works/Reference List**

Access the full guide at:
https://library.roehampton.ac.uk/ld.php?content_id=32542499

Citations

Paraphrasing

When you include the arguments, ideas, or theories of anyone other than yourself in your work and put them into your own words, this is called paraphrasing. Whenever you paraphrase you need to acknowledge the source you obtained the information from.

For example: Robson and Robson (2015) showed in their research that individual variables were more important than organisational ones.

Access the full guide at:
https://library.roehampton.ac.uk/ld.php?content_id=32542499

Quoting

You may be more familiar with this element of referencing. When you include the exact words of someone else's work in your essay you are quoting. You must indicate that the words you are using are not your own. To do this, use **'single inverted commas'** around the words you are quoting ("speech marks" are usually used for quoting direct speech).

For example: Robson and Robson (2015: 10) concluded "*Predictors of continuation intention in this UK public context display much greater concentration on the individual*".

Access the full guide at:
https://library.roehampton.ac.uk/ld.php?content_id=32542499

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Presenting your quotations/paraphrasing in your work

Depends on source of reference:

Source	Quotation	Paraphrase
Book with author(s)	(Surname(s), Year: Page no) e.g. Burn and Brunt (2016:18)	(Surname(s), year) e.g. Burn and Brunt (2016)
Journal article		
Online journal article		
Website	**(Surname/Corporate author, Year:Page - if available)** e.g. CIPD (2016)	**Paraphrase: (Surname/Corporate author, Year)** e.g. CIPD (2016)

Access the full guide at:
https://library.roehampton.ac.uk/ld.php?content_id=32542499

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Bibliography/references list

A bibliography or cited works/reference list is a list at the end of your work that provides full details of each source you have used in your essay in alphabetical order. A bibliography contains all the sources you have consulted for your work, even if you have not made direct mention to them in the text. A cited works/reference list contains only the sources you have cited in the text of your work.

Access the full guide at:
https://library.roehampton.ac.uk/ld.php?content_id=32542499

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What information do you need to provide in list of references?

Books

Author (Year) *Title of Book*. (Edition - if not first edition.) Place of Publication: Publisher.

For example:

Gatrell, C. (2005) Managing part-time study: A guide for undergraduates and postgraduates. Milton Keynes: Open University Press

Access the full guide at:
https://library.roehampton.ac.uk/ld.php?content_id=32542499

Journal article

Author (Year) Title of article. *Title of Journal*. Volume(Issue) Pages.

For example:

Siew, Chen, S. & Vinayan, G. (2016) Recruitment process outsourcing: A case study in Malaysia. Personnel Review. 45(5) pp. 1029-1046.

Access the full guide at:
https://library.roehampton.ac.uk/ld.php?content_id=32542499

Online journal article

Author (Year) Title of article. *Title of Journal*. Volume(Issue) Pages. Available at: URL (Accessed: dd/mm/yy).

For example:

Siew, Chen, S. & Vinayan, G. (2016) Recruitment process outsourcing: A case study in Malaysia. Personnel Review. 45(5) pp. 1029-1046. Available at: http://www.emeraldinsight.com/doi/pdfplus/10.1108/PR-10-2012-0172 (Accessed 04/09/16).

Access the full guide at:
https://library.roehampton.ac.uk/ld.php?content_id=32542499

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Website

Author/Corporate author (Year) *Title of Webpage.* Available at: URL (Accessed: dd/mm/yy).

For example:

CIPD (2015) Absence measurement and management factsheet. Available at: http://www.cipd.co.uk/hr-resources/factsheets/absence-measurement-management.aspx# (Accessed: 04/09/16)

Access the full guide at:
https://library.roehampton.ac.uk/ld.php?content_id=32542499

Plagiarism

Plagiarism occurs when attempting to present another person's work as your own. When you include the ideas or work of someone else without referencing them, or use the exact words they have used and attempt to present them as your own argument, then this is considered plagiarism. Plagiarism in written work can occur intentionally (e.g. you copy a section from a book without referencing it) or unintentionally (e.g. you paraphrase another person's work or ideas but fail to acknowledge them as the source).

Access the full guide at:
https://library.roehampton.ac.uk/ld.php?content_id=32542499

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Turnitin – Similarity Index

Similarity Reports provide a summary of matching or highly similar text found in a submitted paper. When a Similarity Report is available for viewing, a similarity score percentage will be made available. Similarity Reports that have not yet finished generating are represented by a grayed out icon in the Similarity column. Reports that are not available may not have generated yet, or assignment settings may be delaying the generation of the report. Acceptable range is below 20%.

Access the full guide at:
https://roehamptonlearning.com/eLearningServices/help-guides/turnitin

https://help.turnitin.com/feedback-studio/moodle/direct-v2/instructor/the-similarity-report/similarity-score-ranges.htm

Turnitin – Similarity reports

Reports for the FIRST THREE submissions to a Turnitin assignment link will normally generate within 5-15 minutes.

However, for re-submissions to the same Turnitin assignment link, the report will take at least 24 hours to generate. This includes the Turnitin test sites.

Access the full guide at:
https://roehamptonlearning.com/eLearningServices/help-guides/turnitin

https://help.turnitin.com/feedback-studio/moodle/direct-v2/instructor/the-similarity-report/similarity-score-ranges.htm

How to be a successful student

- Attend all of the classes

- Prepare for every class – consult your LTAF for what you should read and do

- Engage in all of your classes – ask questions and share your answers

- Use your work experience to bring theory to life

- Don't leave your assignments until the last minute

- Learn from each other and **previous sample assignments**

- Read, read, read – focus on journals

Accessing resources

- Moodle site for every module
  - LTAF plan
  - Presentation slides
  - Seminar activities
  - Links to electronic journals and eBooks
- You may independently organise to use local libraries in Singapore

Excerpts from academic regulations

Submission of work for assessment

a)   Except for the provisions of Section 17, students are expected to submit all work for assessment at the first scheduled opportunity after registering for a given module.

b)   There will be a penalty on work which is submitted after the deadline, or after the revised deadline in the case of a student who has been granted an extension under the provisions of Section 16, as follows.

   i.   Where the student submits work up to 2pm, seven calendar days after the deadline, the percentage mark for the component of assessment will be capped at 40% for foundation year modules and all undergraduate modules at Levels 4–6, and at 50% for modules at Level 7.

   ii.   Where the student submits work after 2pm, seven calendar days after the deadline, the percentage mark for the component of assessment will be set to zero.

https://www.roehampton.ac.uk/globalassets/documents/quality-and-standards/april-2020/taught-degree-regulations-2019-20.pdf

Grading System

Module assessment

- (iii) For modules at Level 7, an outcome of Pass with a percentage mark will be recorded where the student has gained a mark of 50% or above overall and in any components of the module assessment that carry an individual pass requirement. The Programme Examinations Board may condone a mark in the range 40–49% in a component of the module assessment that carries an individual pass requirement if it is satisfied that the student has achieved the learning outcomes for the module and the student has nonetheless gained a mark of 50% or above overall.

- (iv) For modules at Level 7, an outcome of Fail with a percentage mark will be recorded where the student has gained a mark of 49% or below overall, or in any components of the module assessment that carry an individual pass requirement subject to the provisions of (iii).

Resits and Retakes

The Programme Examinations Board will confirm a student's eligibility for a resit of a component of assessment that has been failed or retake of a module.

(i)A resit is defined as an additional attempt of an assessment without attendance.

(ii)A retake is defined as a re-study of the module with attendance, including the completion of all assessments for that module.

A student who has failed the module assessment overall on the first attempt will normally be permitted one opportunity to resit the failed components of the module assessment, without further study, subject to availability.

Resits and Retakes

- There will be a penalty on resitting the assessment of a failed module, unless the Programme Examinations Board determines that the student may resit without penalty under the provisions of the Mitigating Circumstances Policy.

- The percentage mark for each previously-failed component of the module assessment, rather than for the module overall, will be capped at 50% for modules at Level 7.

- A student whose academic performance has been, or is likely to be, impaired because of ill health or other significant reasons may ask for this to be considered by the Programme Examinations Board under the provisions of the Mitigating Circumstances Policy.

Extensions to assessment deadlines

- A student may apply on grounds of mitigating circumstances for an extension to the deadline for assessment in one or more components of a particular module. The <u>maximum period of extension available is two weeks</u> and the application must be made before the time of submission.

- The extension may only be granted where the mitigating circumstances and supporting evidence are judged to be sufficient

Assessment and feedback
What happens to your work?

Agree standards and expectations

Before we mark your work

Stage One

Stage Two

First marking

Expert from subject area assesses work against criteria

Checking consistency in marks and feedback (internal)

Internal moderation

Stage Three

Stage Four

Moderation at Roehampton

Sent for review by the Roehampton Link Tutor

Sample of work sent to independent External Examiner to review standards

Sent to External Examiner

Stage 5

Stage 6

Marks & feedback released

* All marks are subject to confirmation at the Examination Board

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AVENTIS
GRADUATE SCHOOL

How will we help you with your assessments?

- Share assessments at the start of each module

- Clear assessment briefs

- Marking criteria provided for every module

- Formative feedback activities to check your understanding

- Feedback on a one page overview of your assignment plan

- Opportunity to ask questions

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AVENTIS GRADUATE SCHOOL

Recap: Key messages

- Read, read, read

- Journal articles are essential

- Engage in team/group activities – learn from each other

- Directed study will help you to make the most out of lectures/seminars

- Critical evaluation is key (link to benchmark standards)

- 50% = pass, 70% = distinction (different from US system)

- Make the most out of formative feedback

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AVENTIS GRADUATE SCHOOL

Student representatives

- Act as a liaison point between their fellow students, Aventis and the University of Roehampton
- They will attend at least one Programme Board per year to share feedback and ideas

Your are the Master of Your Game

Q&A