Welcome to Aventis - University of Roehampton ORIENTATION
July 2024 Intake

Agenda

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

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

➔ Turn on your video

Welcome to Aventis Graduate School

Our Vision

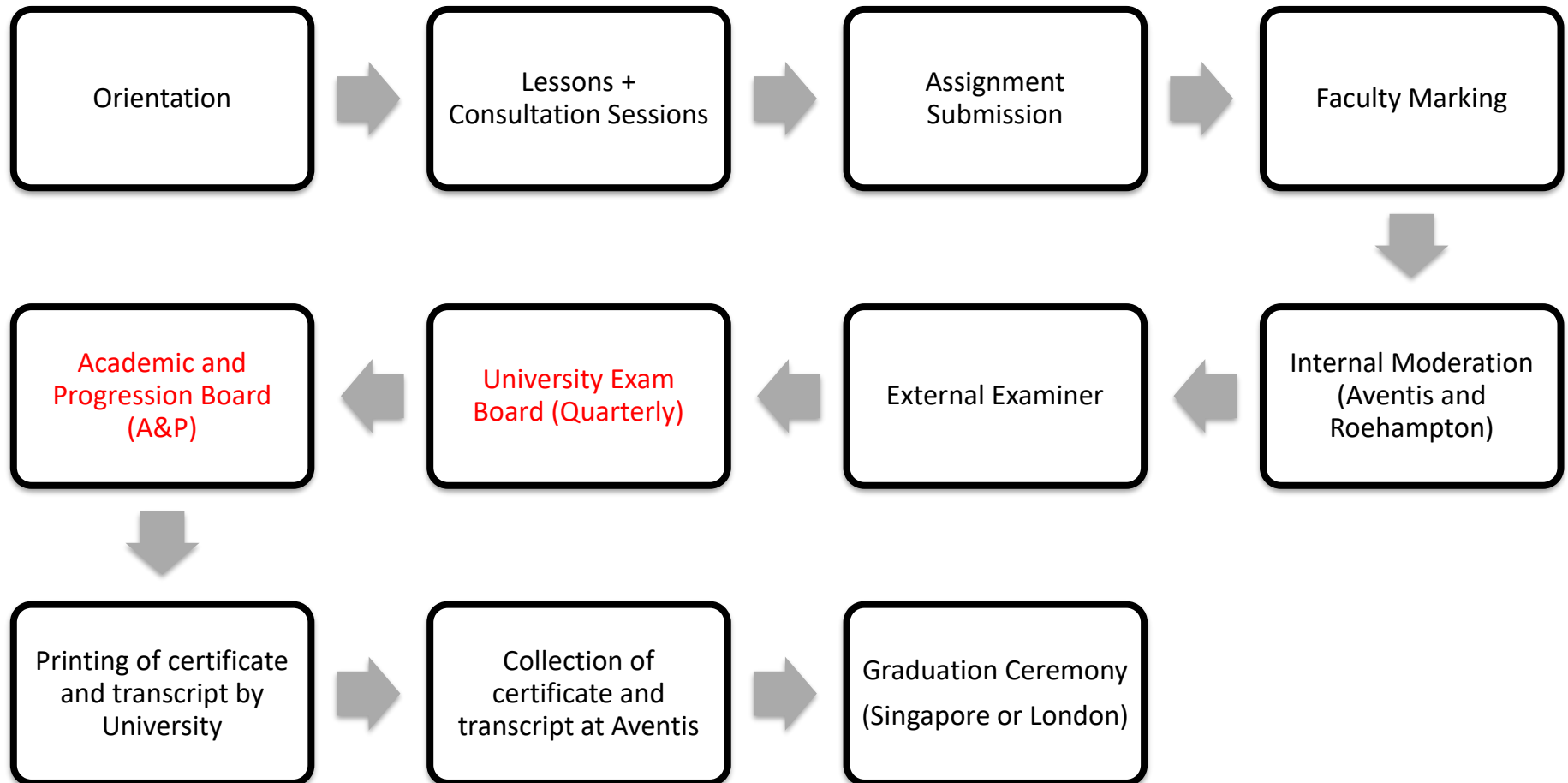We aim to be the leading graduate school for professionals in Asia

Our Mission

To provide quality and accessible graduate education to any qualified student through flexible, affordable, and transformational learning experiences

Our Organization Values

Your Learning Journey

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

Faculty Marking → Internal Moderation (Aventis and Roehampton)

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

Academic and Progression Board (A&P) → Printing of certificate and transcript by University → Collection of certificate and transcript at Aventis → Graduation Ceremony (Singapore or London)

Class Attendance (Non-Student Pass Holders)

- Attendance requirements is **Recommended 75% per month**

- 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/passport during the zoom sessions.

Class Attendance (International Students on Student Pass)

- Attendance requirements is **Minimum 90% per month**

- ICA will be notified by the school whenever an International Students on Student Pass has a monthly attendance of less than 90%.

- Student Pass Holders who miss 7 consecutive days of class will be liable to have their student pass be cancelled with effect from the 8th day and the Letter of Cancellation will be sent to student's place of residence in Singapore as registered with the School.

- 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/passport during the zoom sessions.

Class Schedule

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

Class Schedule

- There are 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/

Student Resources

Aventis Graduate School

Aventis Student Handbook

Aventis Schedule

Aventis Application Form

Aventis Deferment Form

Withdrawal and Refund Request Form

Leave Application Form

Program Transfer Form

Academic Support Form

Appeal Appeal Form

Authorised Form for Cert collection

Harvard Referencing Guide

Harvard Referencing for Business students

2 APA style essentials

Moodle:

University of West London

UWL Application Form

UWL 2023 / 2024 Schedule

UWL Student Handbook

UWL Academic Regulation

UWL IT Support

UWL Student Initiated Withdrawal

UWL Student Initiated Deferment Form

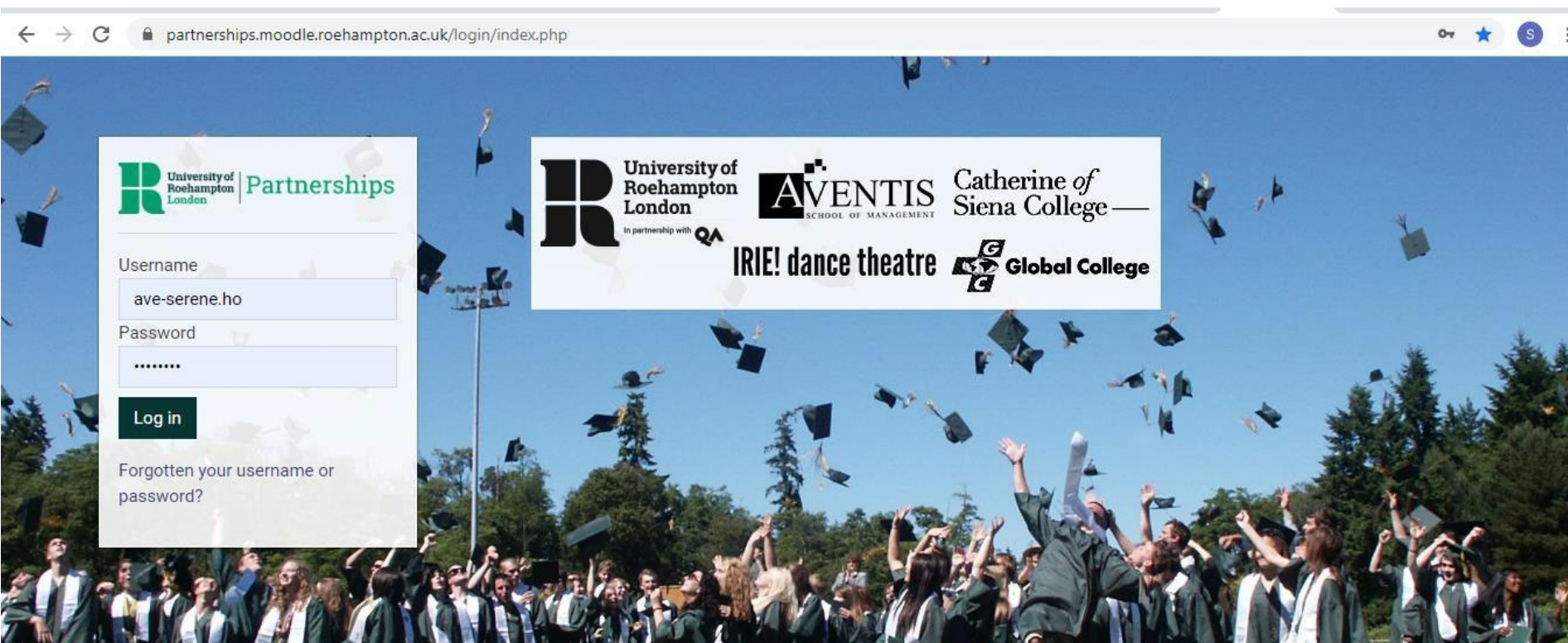UWL Student Partnership – Terms and Conditions

University of Roehampton

Roehampton Application Form

Roehampton Application Form (MAICP)

Roehampton University 2023 / 2024 Schedule

Roehampton – Extension / Deferral / Late Coursework form

Roehampton – University Regulations, Policies and Procedures

Roehampton – Taught Degree Regulations for postgraduate programme

Roehampton – Withdrawal Form

Roehampton – Orientation Slides

Roehampton – Interruption of Studies Form

Class Schedule

Weblink: Click [Here](#).

University of Roehampton

RU - MBA January 2024 Intake Schedule

Master of Business Administration
January 2024 - November 2024 - Tentative Schedule

Programme Duration: 10 Months (Part-time)

Module Name	Date
Orientation & Academic Referencing Workshop	6 January 2024 10.00am to 12.30pm

Module Name	Lecturer	1st lesson	2nd lesson	3rd lesson	4th lesson	Academic/Assessment Consultation 1	Academic/Assessment Consultation 2	Assignment Due Date
Leadership and Change Management	Frankie Yee	13 January 2024 Sat	14 January 2024 Sun	20 January 2024 Sat	21 January 2024 Sun	25 January 2024 Thu	1 February 2024 Thu	5 February 2024 Mon
Advanced Project Management	Colin Millward	17 February 2024 Sat	18 February 2024 Sun	24 February 2024 Sat	25 February 2024 Sun	29 February 2024 Thu	7 March 2024 Thu	11 March 2024 Mon
Principles of Human Resources Management	Salman Ali Hyder	16 March 2024 Sat	17 March 2024 Sun	23 March 2024 Sat	24 March 2024 Sun	28 March 2024 Thu	4 April 2024 Thu	8 April 2024 Mon
Sustainable Business Strategy	Frankie Yee	13 April 2024 Sat	14 April 2024 Sun	20 April 2024 Sat	21 April 2024 Sun	25 April 2024 Thu	2 May 2024 Thu	6 May 2024 Mon
Business Research Methods	TBA	18 May 2024 Sat	19 May 2024 Sun	25 May 2024 Sat	26 May 2024 Sun	30 May 2024 Thu	6 June 2024 Thu	10 June 2024 Mon
Strategic Marketing	TBA	22 June 2024 Sat	23 June 2024 Sun	29 June 2024 Sat	30 June 2024 Sun	4 July 2024 Thu	11 July 2024 Thu	15 July 2024 Mon
Financial Performance Management	TBA	20 July 2024 Sat	21 July 2024 Sun	27 July 2024 Sat	28 July 2024 Sun	1 August 2024 Thu	8 August 2024 Thu	12 August 2024 Mon

Duration: 17 August 2024 - 17 November 2024

Sheet tabs: RU MBA Jan24 | RU GHRM Jan24 | RU MSc GFM Jan24 | RU MBA Apr24 | RU GHRM Apr24 | RU GFM Apr24 | RU MBA Jul24 | RU GHRM Jul24 | RU MBA Oct24 | RU GHRM Oct24

University Learning Platform – Moodle

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

University Online Library
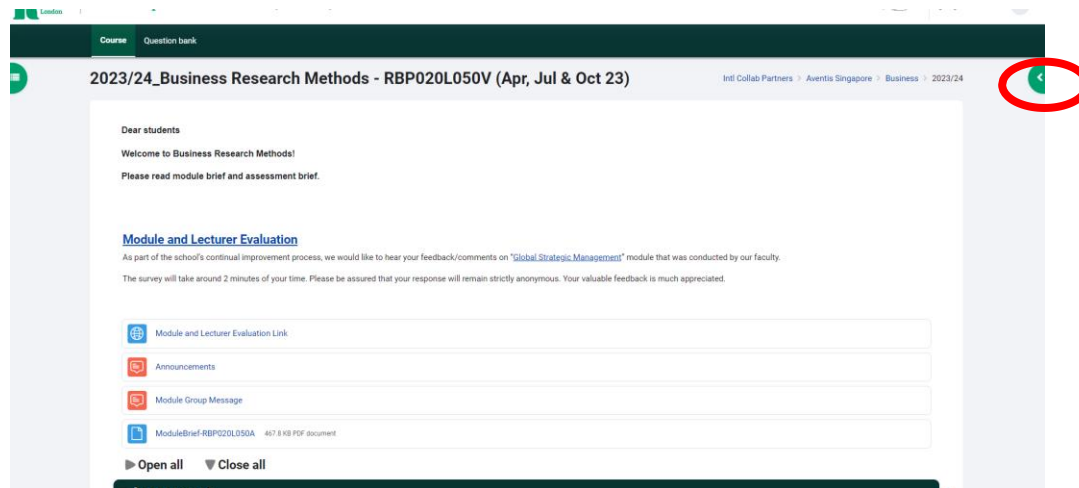
- [Roehampton Online Library](#)
  - Access it from the green arrow on the top right of Moodle page

University Online Library

- [Roehampton Online Library](#)
  - Click on Library guides as shown to access the online library resources

Welcome to the University of Roehampton Library

Welcome to the University of Roehampton's LibGuides for collaborative partners. Each guide provides information on Library and IT resources for students and staff.

ALL GUIDES	BY SUBJECT	BY TYPE	BY OWNER

Search: [Search this Group] [Search]

Showing 10 Guides

Display [Alphabetically ▾] [Go]

Aventis - UR Library Guide ℹ️   ✏ Mar 21, 2022   👁 248

University Online Library

AVENTIS GRADUATE SCHOOL

University of Roehampton London

Library Resources

- Resources
- Tutorial: Creating A Basic Search

Learning Skills

Membership & Visiting UR Library

Contact

Using other libraries

IT Support

Copyright for staff

UR Library Twitter

Tweets from @UR_Library

University ... ✔
@UR_... · 18h

Have you spotted the new laptops? We have recently added brand new devices to our Lapsafe!

4-laptop loans!

#heretohelp #GoodNews

@RoehamptonUni
@RoehamptonSU

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 **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.

  Please be advised that after logging in with Shibboleth you are logged into Emerald Insight even though it doesn't indicate you are logged in on the platform. As long as you've logged in with Shibboleth you should be able ton explore the platform and discovery the content we subscribe to.

- HeinOnline ⌐

  Legal research database containing:
  - Foreign & International Law Resources Database - international yearbooks and periodicals, US law digests, and decisions of international tribunals.
  - Law Journal Library - extensive archival collection of academic legal journals, from the first volume to the most recent volume allowed by the publishers (typically 2-5 years ago). American bias, but includes titles published in the Commonwealth, including the UK.

Student Portal

Web Link: https://www.roehampton.ac.uk/

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.
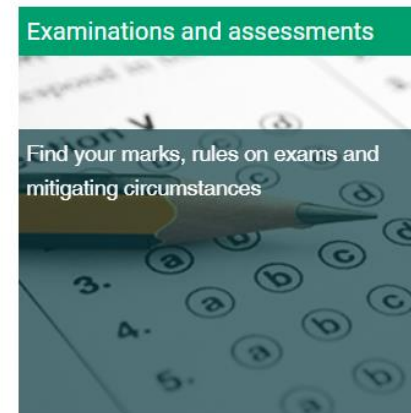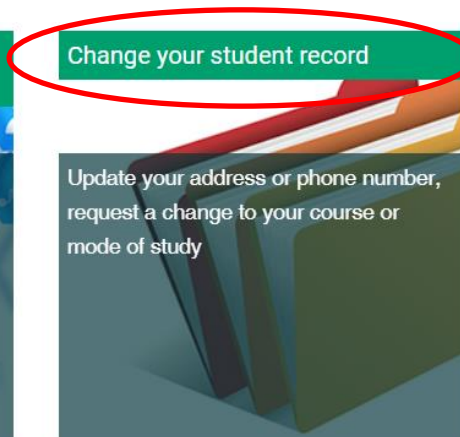
Student Portal

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

- Web Link: https://www.roehampton.ac.uk/

23 Mar - Spring farmers market (11:30am to 2:30pm)

View full calendar of events (24 more)

Student support

Welfare and mental health support.

My Reports

Academic Profile

Mitigating circumstances

Student Portal

AVENTIS GRADUATE SCHOOL

University of Roehampton London

University of Roehampton London

Student Academic Profile
This report generated on: Oct 07, 2022

	40			
Level 6	Subject	Potential	Passed	Subject Total	Level Total
	MDP		120	120	
					120
		Achieved Credits:	160	**Projected Credit Total:**	160

Section 4: Academic History

Module Code

				Level	APL	Mark	Grade	Resit	Credits
2022	**Academic Year 2022/23**								
	BSc Psychological and Behavioural Science	Year: 3	**Status: Registered Ass. Inst. Student**				**Status Date: 22-Sep-22**		

Mark - confirmed

2021	**Academic Year 2021/22**								
	BSc Psychological and Behavioural Science	Year: 3	**Status: Registered Ass. Inst. Student**				**Status Date: 04-Oct-21**		✔
Nov	2021	**MDP020N256 A**	Perspectives on Consciousness	5		67	Pass		20
Nov	2021	**MDP020N261 A**	Understanding Mental Health	5		#53			20
	1	50.00% Essay					#60		
	1	50.00% Moodle Exam					#46		

Module Name

module credits

Mark - unconfirmed (has not passed exam board, has # in front)

Assignment Deadlines

- **15 days** from the date of last class
  - 2359hrs 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:
  - Failure to attend class
  - Computer failure/ technical issue
  - Personal travel
- Do not indicate your name on the assignment or cover page
  - JUL12345678_Business Research Method

Late Submissions

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

- Penalties are as follows:
  - For submissions up to 2359hrs (SG time), seven calendar days after deadline; grades will be capped at **50%**
  - For submission after 2359hrs (SG time), seven calendar days after the deadline; the assessment will be set to **zero**

Extension Requests

- [Extension request form](#) and supporting document must be submitted to studentsuccess@ags.edu.sg (Processing time: 3 working days) for extension request

- Reasons such as 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 the university.

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.**
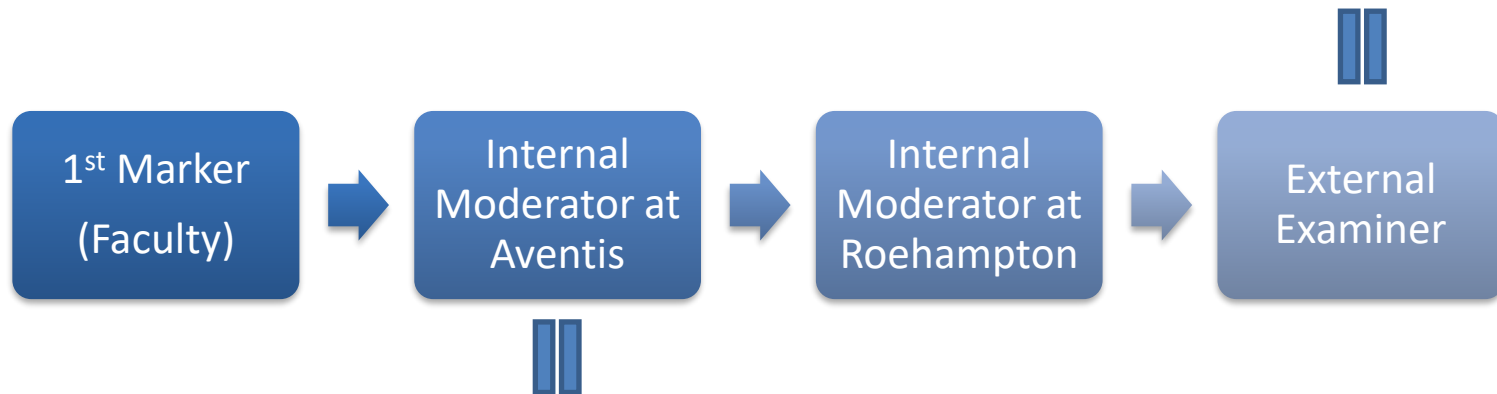
| 1st Marker (Faculty) | → | Internal Moderator at Aventis | → | Internal Moderator at Roehampton | → | External Examiner |

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

- 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 **$500 (Before GST)** 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 the Academic and Progression Board
- 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 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

Sample Certificates
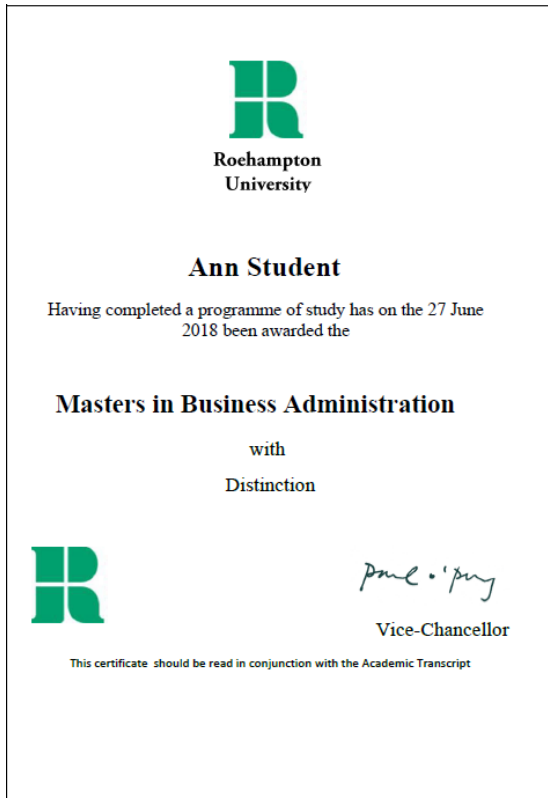
Follows the UK Naming Convection

Certificate Naming Convention :

- Forename followed by Last Name

Transcripts Naming Convention :

- Last Name, Forename

UK Naming Convection On Certificate And Transcript

LAST NAME (SURNAME)	FORENAME	CERTIFICATE NAMING CONVENTION	TRANSCRIPT NAMING CONVENTION
Tan	Wei Liang	Wei Liang Tan	Tan, Wei Liang
Andrews	Clare	Clare Andrews	Andrews, Clare
Clare	Michelle Andrews	Michelle Andrews Clare	Clare, Michelle Andrews
Binte Sari	Nurul Aqilah	Nurul Aqilah Binte Sari	Binte Sari, Nurul Aqilah
S/O Kalimuthu	Murugayan	Murugayan S/O Kalimuthu	S/O Kalimuthu, Murugayan

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 studentsuccess@ags.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.

Fee Protection Scheme (FPS)

- The FPS serves to protect the international and local student's fees in the event that a Private Education Institution (PEI) is unable to continue operations due to insolvency and/or regulatory closure.

- Aventis Graduate School's appointed FPS Provider is **Great Eastern General Insurance Limited** (a Committee for Private Education-appointed insurance company).

- More information on the FPS Insurance Scheme adopted by Aventis on our website: https://www.aventis.edu.sg/aventis-student-support-services-and-facilities/

- More information on the FPS can be accessed at CPE's official website at www.ssg-wsg.gov.sg

Interruption / Deferment Policy

- Student must inform Aventis by writing to student services together with all supporting documents, and an application fee of S$200 (before GST) for processing the interruption/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 duly completed withdrawal application

- Link: https://www.aventis.edu.sg/student-policy/

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

Program Transfer Policy

- Student must inform Aventis by completing Aventis "Program Transfer Form" and the respective University's Transfer Form together with all supporting documents, and an application fee of S$100 (before GST) for processing the transfer request

- Approval for transfer will be granted on a case-by-case basis subject to the student meeting the admissions requirements of the new program and approval from the Registrar/University Partner.

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

- Link: https://www.aventis.edu.sg/student-policy/

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.**

- **End of 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 studentsuccess@ags.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

Student Support Services and Welfare

- **Academic and Learning Support**

  - **Academic Referencing Workshop:** Students are strongly encouraged to attend for the preparation of academic assessment.

  - **Academic Support and Consultation via Email and with Lecturers:** Feel free to consult with your lecturers via email, or to email Student Services at studentsuccess@ags.edu.sg for any additional academic support.

- For the full list of student support services provided by Aventis: https://www.aventis.edu.sg/aventis-student-support-services-and-facilities/

Our Commitment to You

Student Services

Email: studentsuccess@ags.edu.sg

Telephone: 6720 0304 (Level 4 Campus)

WhatsApp: 9343 1588 (Text only)

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

Response Time / Working Hours

- Within 3 working days

- Weekdays: 9.30 am – 6.30 pm

- Saturday: 8.30 am – 5.30 pm

Any questions?

Thank you