

STUDENT HANDBOOK

TRANSFORMING HR TOMORROW, TOGETHER NOW

Table of Contents

Directors' Message	4
Message from the Director, Learning & Development, SHRI Academy\	4
SHRI Academy Pte Ltd	5
About School of Human Capital Management	5
Vision	5
Mission.....	5
Value Statement	5
Core Values	5
Programme Listing.....	6
School of Human Capital Management.....	6
Important Information	7
Fee Protection Scheme (FPS).....	7
Confidentiality of Student Data	8
Payment Information.....	9
Refund Policy	10
Refund Amount	10
Withdrawal Policy.....	11
Withdrawal Procedures.....	12
Transfer Policy	13
Transfer Procedures	13
Deferment Policy	14
Deferment Procedures	15
Student Feedback and Dispute Resolution Process &Procedure.....	16
General Guidelines	18
Attendance	18
Signing of Class Attendance Register.....	19
Eligibility for Examination	19
Absent from Examination	19
Cheating During Exams.....	19
Plagiarism.....	20
List of Student support services	21
Career Guidance -	21
Modes of Communication	24
Connect with us	24

Directors' Message

Message from the Director, Learning & Development, SHRI Academy



2020 was a challenging and tumultuous year due to the COVID-19 global pandemic. With the pandemic shifting the way we work and disrupting business operations, HR has been thrust at the forefront and had to transform and become more agile than ever in adapting to these changes. SHRI Academy, likewise has made tremendous changes such as moving learning to virtual and obtaining more short courses to be SSG funded.

To support HR Professionals with the changing needs and necessary transformation, SHRI Academy has launched three new programmes in collaboration with the Chartered Institute of Personnel and Development (CIPD Asia). The three programmes aim to build the capabilities of HR Professionals in assisting their organisations to successfully go through organisational transformation which is a very important aspect in sustaining business in the current climate.

With the pandemic and rapid pace of technological development, Singaporeans need to continuously deepen and refresh their skills throughout their lives – in order to create value and stay relevant. HR must equip our workers with skills of the future and enable them to adapt dynamically to economic change. As competition intensifies, enterprises must be able to organise people, ideas and capital effectively to create value. In particular - strong human resource & management capabilities can maximise the efforts of employees. The critical component of success will be lifelong learning, because the business of change & transformation is ever evolving.

We must give people the opportunities to put newly-learned skills into practice, soon after acquiring them. For this to happen, we should ensure that their training and knowledge acquisition is closely linked to the requirements of the job. With the increase in competition, locally and globally - HR needs to be better equipped with the knowledge and capability to land transformational change.

We look forward to bringing you more revamped activities and programmes this year and I hope you continue to take advantage of the many opportunities these provide.

We look to pave the way for HR professionals to adapt to fast-changing technology to increase productivity; restructure roles to suit mature workers; enable workers to re-calibrate themselves and innovate; and re-engineer businesses from manpower-led to manpower-lean to sustain long-term competitiveness.

Let us continue to work together to develop a globally competitive workforce that is prepared for the next phase of our nation building. Let us embark on this journey of human capital development together, and maximise the potential of our people in a new globalised world of unlimited challenges and opportunities.

Alvin A. Goh
Director, Learning
and Development

SHRI Academy Pte Ltd

SHRI Academy Pte Ltd, a wholly-owned subsidiary of SHRI Corporation Pte Ltd, is a human resources training institution that caters to the learning and development needs of adult learners. With a comprehensive training and education curriculum, SHRI Academy offers lifelong learning opportunities and a diverse range of academic programmes – from certificate to master's degree levels under its School of Human Capital Management. The duration of programmes ranges from 2 months to 16 months, to accommodate working adults with different qualifications and career aspirations. SHRI Academy takes pride in working with prestigious partner, Edinburgh Napier University.

To be a strategic business partner, HR practitioners can no longer stop at mastering skills solely in the HR domain. They are required to understand business strategy, learn how changes in the economic landscape impact the business and provide counsel on the psychological aspects of human capital management, among other critical business skills. SHRI Academy's programmes offer a path to master the business knowledge required to be a strategic HR leader.

About School of Human Capital Management

To excel in an increasingly competitive and knowledge-driven business world and ensure relevance, SHRI Academy continues to foster a learning culture in the HR fraternity. Through the development of a comprehensive training and education curriculum that is constantly upgraded, the School of Human Capital Management offers a diversified range of academic programmes, ranging from Certificate in HRM to Master of Science in HR (Top Up).

Registered as a Private Educational Institution with the Singapore Committee for Private Education (CPE), SHRI Academy executes all accredited programmes by its university partner and other education service providers. With the exception of university programmes, all Certificates, Diplomas and Postgraduate Diplomas are conferred by SHRI Academy Pte Ltd.

Vision

Leading Training Provider for Human Capital Management programmes and practices for and by HR Professionals.

Mission

Develop and grow current and future HR Professionals and enable People and Business Excellence.

Value Statement

We are committed to delivering sustainable quality Service for the Holistic advancement of the HR profession, with Respect and Integrity.

Core Values

Service: Strive to deliver prompt, high-quality services to peers, business and HR community.

Holistic: Advance the HR profession by promoting individual and organisational excellence in HR knowledge, skills and practices.

Respect: Value and respect HR professionals, individuals and organisations.

Integrity: Strive for fair and proper treatment of people as individuals and within an organisation.

Programme Listing

School of Human Capital Management

Certificate Programmes

- Foundation Certificate in Human Resource Management
- Certificate in Human Resource Management
- Certificate in Payroll Administration (Short Course)

Diploma Programmes

- Diploma in HR Leadership with Business Partnering
- Diploma in Compensation & Benefits Management
- Diploma in Organisational Psychology

Degree Programmes (In Partnership with Edinburgh Napier University)

- Bachelor of Arts in Human Resource Management with Organisational Psychology (Top Up)

Postgraduate Diploma Programmes

- Postgraduate Diploma in Strategic Human Capital Management
 - Business Partnering
 - Reward Management
 - Organisational Development and Psychology
- Postgraduate Diploma in Human Resource Management (Full-time)

Currently, we are not offering this programme

Master's Degree Programme (In Partnership with Edinburgh Napier University)

- Master of Science in Human Resources (Top Up)

Short Courses Accredited by IHRP (Institute for Human Resource Professionals)

- Employment Legislation & Industrial Relations
- Emerging Technologies for Excellent Human Resource Service Delivery & Operational Excellence
- Human Resource Analytics and Insights
- Communicating Effectively & Strategically
- Employment Severance: Termination, Dismissal, Retrenchment, Retirement & Frustration of Contract

SHRI Academy & CIPD Collaborated Programmes

- Workforce Planning Essentials
- Delivering Transformational Change
- Job Analysis and Job Redesign in Practice

Important Information

Fee Protection Scheme (FPS)

The Fee Protection Scheme (FPS) is mandatory under Committee for Private Education (CPE) for EduTrust certified schools. SHRI Academy is 4-year EduTrust certified (12 September 2017 to 11 September 2021). Thus, all students' paid fees under Schedule B of Student Contract will be protected under this scheme.

The FPS serves to protect students' unconsumed fees in the event that the School is unable to continue operations, or has insufficient or no funds to pay the unconsumed fees.

SHRI Academy has appointed LONPAC Insurance Bhd as the FPS Insurance company.

For more information on Fee Protection of Course Fees, please refer to CPE's website: [https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-\(peis\)/protection-of-course-fees](https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-(peis)/protection-of-course-fees)

The Certificate of Insurance (COI) will be emailed to all students by LONPAC, the Insurance Provider once the FPS has been purchased. Students may request for a copy of the COI from the institute if they did not receive it from the Insurance Provider.

Confidentiality of Student Data

All personal data and information provided by students shall be kept strictly confidential. Every effort shall be made to ensure the integrity of students' personal particulars and confidential information entrusted to SHRI Academy is not compromised.

Unless the disclosure is required by the law, government authorities and relevant university partners and accreditation bodies as part of the regulatory or course requirements and/or order of any courts of Singapore for their internal use only, SHRI Academy undertakes not to divulge any of the student's personal information to any unauthorised.

Payment Information

1. Course fee payment should be made only after the Student Contract has been signed.
2. All payments are in Singapore Currency.
3. Application Fee, Course Fees and Miscellaneous Fees can be paid to SHRI Academy via the following:
 - NETs
 - Credit Card*

(*Subject to Credit Card Administration Charges - See table below)

Credit Card Administration Charges	
For UOB Credit Card	Bank Charges
0 month Instalment	Additional 3.09% of the payable fees
6-month Instalment	Additional 3.413% of the payable fees
12-month Instalment	Additional 4.493% of the payable fees
24-month Instalment	Additional 5.60% of the payable fees
36-month Instalment	Additional 6.157% of the payable fees
For Maybank Credit Card	Bank Charges
0 month Instalment	0.00% of Payable Fees
6-month Instalment	0.00% of Payable Fees
12-month Instalment	0.00% of Payable Fees

- Cheque, Bank Draft, Cashier's Order made payable to: SHRI Academy Pte Ltd
- Internet Banking and Telegraphic Transfer directly to:

Account Name	SHRI Academy Pte Ltd
UNE Number	200722689Z
Bank Name	DBS Bank Ltd
Account No.	003-906454-3 (Current Account)
Branch Name	MBFC Branch
Bank Code	7171
Branch Code	003
Swift Code	DBSSSGSG

- PayNow:
 - Step 1: Login to your eBanking account
 - Step 2: Under 'Transfer', select 'Unique Entity Number (UEN)
 - Step 3: Enter the Proxy type: **200722689ZPAY** and Proxy details
 - Step 4: Click Next
 - Step 5: Enter the amount (i.e. Invoice amount) and click "Done"
 - Step 6: Enter Bill Ref No. (i.e. your name/company and invoice no.)
 - Step 7: Click "Done", followed by "Next"
 - Step 8: Verify payee details (i.e. SHRI Academy Pte. Ltd. UEN)
 - Step 9: Click "Confirm"
 - Step 10: Take a screen shot of the receipt and email to respective Programme In-charge
4. Students must email and notify the school immediately of any payment made by Bank Transfer, ATM Transfer or Telegraphic Transfer.
 5. Payment instructions stated in the Tax invoice/Payment Advice must be strictly followed.

Refund Policy

The criteria for refunds are mentioned in the Student Contract executed by the Student with SHRI Academy. The refund policy covers the following areas:

- a) Withdrawal due to Non-Delivery of the Course;
- b) Withdrawal due to other reasons;
- c) Withdrawal during Cooling off Period.

Refund Amount

Table A: Refund Amount for Withdrawal due to Non Delivery of the Course

The applicable amount of refund for each scenario is given below:

Refund amount for Withdrawal	Refund amount
Refunded amount for withdrawal related to any of the circumstances set out in clause 5(a), 5(b) & 5(d)	100%
Refunded amount for withdrawal related to any of the circumstances set out in clause 5 (c),	Pro rate unused portion of the fee
Student not suitable for admission into SHRI Academy [Clause 5 (e)]	100%*#
Rejection of student's pass application for new enrolments [Clause 5 (f)]	100%**#
Rejection of student's pass application of existing students	Pro rate unused portion of the fee
Student withdraw during cooling-off period [Clause 7]	75%

*** Application fee paid is non-refundable and non-transferable.**

**** Application Fee will also be refunded subject to Administrative charge of \$50# The amount of Fees paid under Schedules B and C of Student Contract.**

Table B: Schedule D of the Student Contract

% of [the amount of fees paid under Schedules B and C of Student Contract]	If Student's written notice of withdrawal is received:
[75%]	more than [14] days before the Course Commencement Date
[NIL]	before, but not more than [14] days before the Course
[NIL]	after, but not more than [14] days after the Course
[NIL]	more than [14] days after the Course Commencement Date

- Student who decides to withdraw within 7-day cooling-off period (7 days upon signing of Student Contract) will have 75% of Course Fee refund as stipulated in the Student Contract under RefundPolicy.
- Application Fee and all Membership Fees, if any are non-refundable and non-transferable.

Withdrawal Policy

SHRI Academy does not entertain any request for refund except if it falls under the following:

1. Refund for Withdrawal Due to Non-Delivery of Course:

SHRI Academy will notify the student within three (3) working days upon the knowledge of any of the following:

- a) It does not commence the Course on the Course Commencement Date;
- b) It terminates the Course prior to the Course Commencement Date;
- c) It does not complete the Course by the Course Completion Date;
- d) It terminates the Course, for any reason, prior to Course Completion Date;
- e) It has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A within any stipulated timeline set by CPE; or
- f) The Student's Pass application is rejected by Immigration & Checkpoints Authority (ICA).

The Student should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fees and Miscellaneous Fees already paid should the Student decide to withdraw, within seven (7) working days of the above notice. Refund, if any, will be made based on table A in clause 10.

2. Refund for Withdrawal Due to Other Reasons:

If the student withdraws from the Course for any reason other than those stated in Clause 5 above, the School will, within seven (7) working days of receiving the student's written notice of withdrawal, refund to the student an amount based on the table in Schedule D of the student contract (see Table B in Clause 10).

3. Refund During Cooling-Off Period:

The school will provide the student with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties.

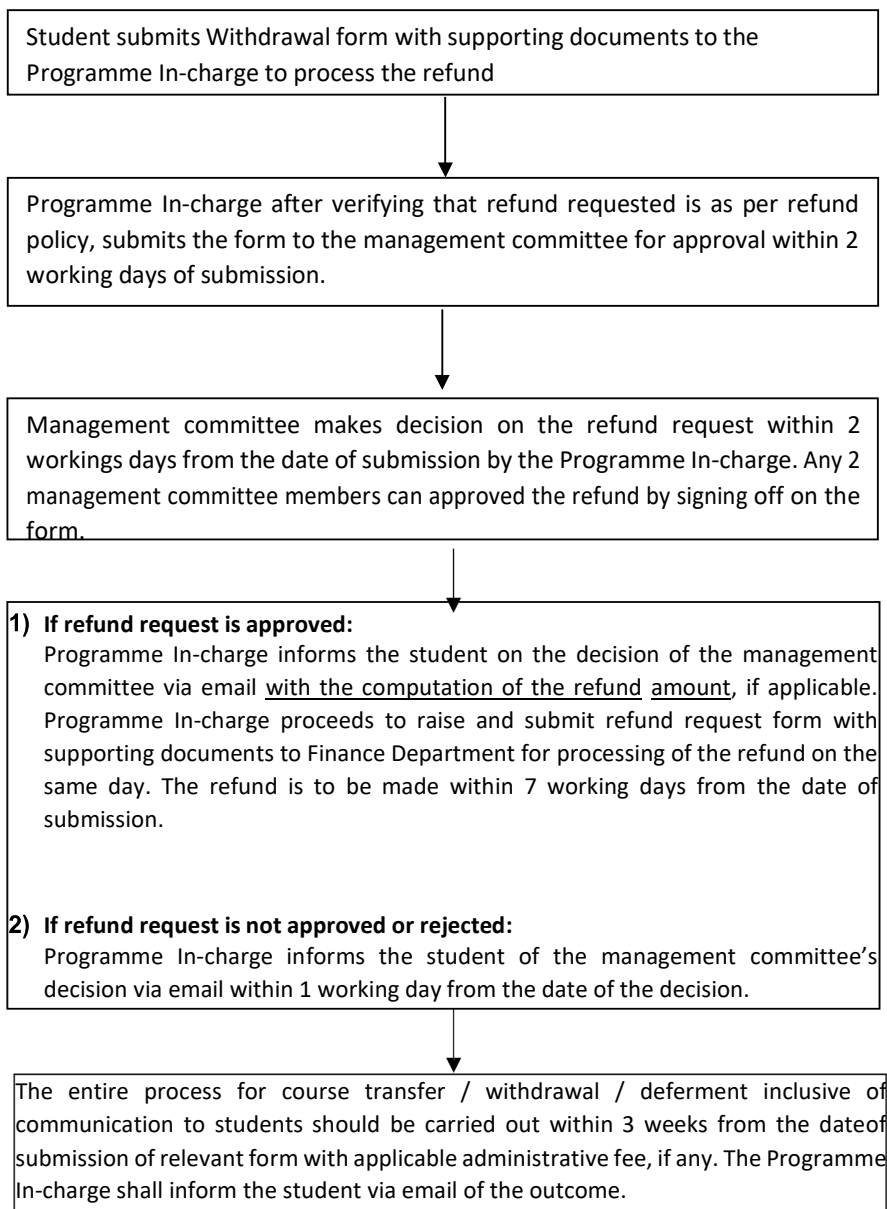
The student will be refunded the highest percentage stated in Schedule D of the student contract (see Table B in Clause 10) of the fees already paid if the student submits a written notice of withdrawal to the school within the cooling-off period, regardless of whether the student has started the course or not.

4. NON-REFUNDABLE FEES

- a) Application Fees: Application fees is non-refundable under any circumstances. It is not refundable even if the Student has not started the course. However, Application Fees will be refunded for new admissions, subject to administrative charge, if the Student Pass is rejected by Immigration & Checkpoints Authority (ICA).
- b) Membership Entrance Fee and Membership Subscription Fee are non-refundable fees.
- c) Course Fees – It is non-refundable (with the exception of Clauses 5,6 & 7) but student can choose to utilize any unconsumed fees by applying for a transfer to another course subject to satisfying the minimum entry requirements for the new course and approval given by the management committee.

Withdrawal Procedures

- a) Student completes the Withdrawal form and submits with supporting documents to Programme In-charge.
- b) If there is no refund, the Student Contract is deemed cancelled and the FPS will be cancelled within 3 working days from the date of the withdrawal.
- c) If there is any refund, Programme In-charge submits refund request form to the Management Committee for approval of refund within 2 working days of withdrawal submission. The approval can be via email or hardcopy.
- d) There is no refund of fees unless for reasons stated in Clause 4.1 to 4.4.



Transfer Policy

When a student changes the course of study in SHRI Academy from Course X to Course Y, this is categorized as a 'Transfer', but remains a student of SHRI Academy. SHRI Academy will take no more than 3 weeks to process any application, or, within University's timeline, where applicable. A Course Transfer administration fee will be imposed.

- a) Students who wish to transfer from the current programme to another programme shall inform SHRI Academy in writing and state the reason(s) for the transfer request. Verbal notice is not acceptable.
- b) For E.g.: Change from Diploma in HR Leadership with Business Partnering to Diploma in Organisational Psychology.
- c) Transfers will only be allowed if the student fulfills the academic and experience requirements for the new programme.
- d) Students who transfer from the current programme to another programme shall be considered to have withdrawn from the current programme and refund policy shall apply as per Standard Student Contract.
- e) Student may apply for any unconsumed course fee from the current course to be credited to the new course but the request is subjected to Management Committee's approval.
- f) For any approved credit of fees,
 - I. If the unconsumed course fee is more than the course fee payable for the new course (or course that the student wants to transfer to), the excess unconsumed course fee will not be refunded.
 - II. If the unconsumed course fee is less than the course fee payable for the new course, student needs to top-up the fee difference. Students below the age of 18 are required to seek approval from their parents/guardians before the request for Transfer is submitted to SHRI Academy.

Transfer Procedures

Programme In-charge communicates to student to have a better understanding of their reasons for Transfer. The Transfer policy and procedures and the implications are explained to the student. Student is briefed on the details of the new course, entry requirements, course fees and the essential information for students.

a) Transfer Course

- Student completes the Transfer Form with payment of Course Transfer Administration Fee and provides supporting document, if any, and submit to the Programme In-charge.
- Programme In-charge checks that the student:
 - Has no outstanding fees
 - Meets entry requirements for the new course
 - Collect the Course Transfer Administration Fee

The Programme In-charge passes the Transfer Form to the Management Committee for approval for proprietary programmes. For university programmes, it is subject to the universities' approval.

Upon approval, Programme In-charge follows up to process the following:

- I. Issue letter to student informing student of the outcome of his/her request.
- II. Cancel FPS for the existing course within 3 working days from the date of transfer stated in the form.
- III. File FPS Insurance Cancellation record in Student P-File.
- IV. Unconsumed fees from previous course may be credited to the new course only upon approval by the management committee.
- V. FPS Insurance is purchased for new course within 7 working days upon course fees received when a new Student Contract is issued.
- VI. For students who are under funding scheme (e.g. SDF), the funding approved for the current course will cease. The student and/or their sponsoring company are responsible to pay back the funded portion of the current course. The student and/or their sponsoring company are responsible for the requirement to submit a new application for funding for the new course. In the event the funding is not approved, the student and/or their sponsoring company are required to pay back the difference in fees for the new course immediately.

For Student Pass Holders: Programme In-charge will manage and coordinate with relevant government authority (such as ICA) for issuance or cancellation of student pass for international students. All the applicable regulation concerning student pass needs to be complied by Programme In-charge.

Deferment Policy

When a student temporarily stops the course/study for a period of time and resumes thereafter in another intake but remains in the same course of study in SHRI Academy, this is categorized as a 'Deferment'. SHRI Academy will take no more than 3 weeks to process any application or within University's timeline, where applicable. A Deferment Administration fee will be imposed.

- a) Students who wish to defer from the current programme shall inform SHRI Academy in writing and state the reason(s) for deferment.
- b) Students are permitted to defer based on the following grounds:
 - i. Poor academic performance as advised by the Academic Board/ University.
 - ii. Health/medical condition supported by documents such as medical reports, medical certificate from a recognized clinic/hospital.
 - iii. Compassionate or compelling circumstances beyond the control of student such as bereavement or declared natural disaster, bankruptcy, and overseas work commitment.
- c) The requests for deferment are not granted automatically and do not guarantee the relevant programme/module(s) to be offered upon student's return unless advised by the Academic and Examination Board/ University.
- d) The maximum deferment period for proprietary programmes is 12 months from the date of approval of deferment with the exception of the Diploma programmes (Diploma in HR Leadership with Business Partnering and Diploma in Organisational Psychology) where the maximum deferment period is 16 months from the date of approval of deferment.
- e) For university programmes, it is subject to the universities' policies and guidelines.
- f) Students who fail to report back to the Programme In-charge after the deferment period shall be deemed as Automatic Withdrawal.

For Student's Pass Holders: International students who apply for more than three (3) months deferment are required to cancel the student's pass. Student's pass needs to be re-applied upon return and is subjected to ICA's approval. Charges will be imposed by ICA and SHRI Academy for re-application of student's pass.

Deferment Procedures

Defer course i.e. stop temporarily and resume course within the allowable period granted by SHRIAcademy. The maximum deferment period for proprietary programmes is **12 months**. For university programmes, it is subject to the universities' policies. Student completes the DefermentForm stating his/her reason for the course deferment and pays the Deferment Administration Fee. The case is presented to the Management Committee for approval for proprietary programmes and for university programmes, it is subject to the universities' policies. The Programme In-charge notifies the student formally with a letter on the outcome.

Upon approval, Programme In-charge follows up to process the following:

- a) Issue letter to student informing of the outcome of his/her request. It is the onus of the student to check with the Programme In-charge on the resumption of the course. The student must resume the course and complete his/her studies within the maximum course duration allowed as stipulated in the Orientation slides given to students.
- b) A new student contract is signed when student resumes the course. Student must pay the fee difference should there be an increase in the course fee. FPS Insurance is purchased within 7 working days upon resumption of the course.
- c) If student does not resume course by the stipulated deadline, it is deemed as automatic withdrawal. There is no refund of any unconsumed fees.

For Student's Pass Holders: International students who apply for more than three (3) months deferment are required to cancel the student's pass. Student's pass needs to be re-applied upon return and it is subject to ICA's approval. Charges will be imposed by ICA and SHRI Academy for re-application of student's pass.

Student Feedback and Dispute Resolution Process & Procedure

SHRI Academy welcomes your feedback and suggestions that will help us to support you in your learning journey. Be it a feedback on teaching and learning, services and welfare, or the Academy's environment, we welcome them.

Students may provide feedback or raise issue of concern via the following channels:

1. Customers Feedback Form
2. Email : shriacademy@shri.org.sg
3. Discussions and meetings with SHRI Academy staff

Students are encouraged to raise their concerns to our staff or managers at the earlier opportunity.

Feedback are logged and handled by SHRI Academy's Feedback Management System that ensures that the first acknowledgement of the feedback is given within 3 working days. SHRI Academy endeavours to resolve all feedback within 21 working days and during the period of deliberation, provides a series of updates to students.

Complaints however, need to be submitted in a written form via the Customer Feedback Form or a letter/email.

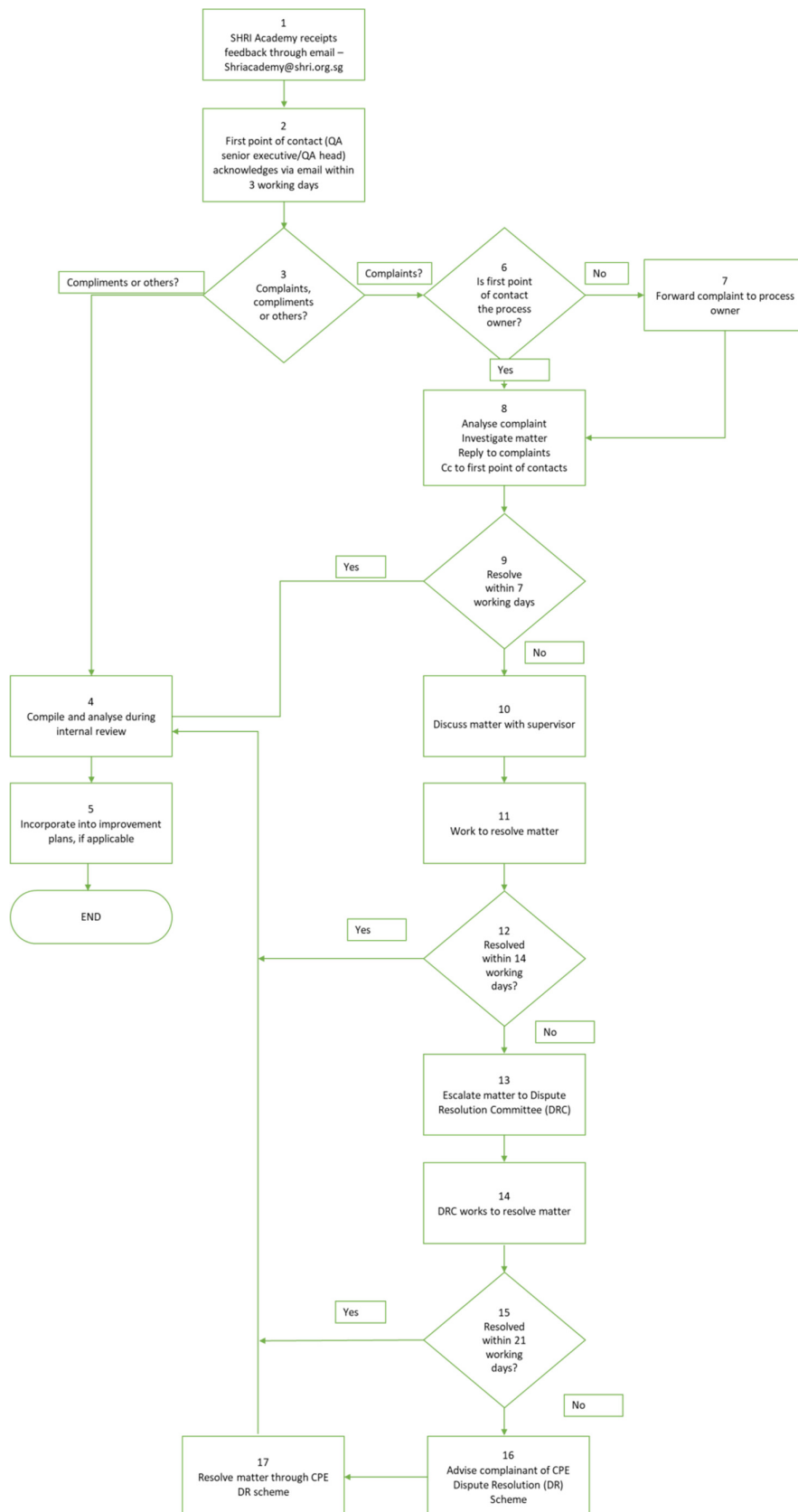
In the event that counselling services is required, you will be referred to the School Counsellor.

It is SHRI Academy's policy to establish facts and conduct objective investigations to reach a fair and amicable, or a 'win-win' solution to address a grievance. Complaints should be brought to the attention of SHRI Academy so that they may be resolved internally. Students who lodge complaints with external agencies without giving an opportunity for SHRI Academy to address their concern are considered to be in violation of the student code of conduct.

Despite all efforts, if you are unsatisfied with the feedback outcome, you may approach the CPE's Student Services Centre (SSC) for help. SSC officers will review the complaints and may refer you to the CPE Mediation – Arbitration Scheme [Please note that fees are chargeable for using the Scheme].

Refer to CPE's link - <https://www.ssg.gov.sg/cpe/student-services/dispute-resolution.html>.

Dispute Resolution Process



General Guidelines

Attendance

For all Learners:

- Achieve at least 75% attendance for each module.
- Learners will be barred from the Main and Supplementary Examinations if their attendance fall below 75%. He/She will be required to re-module that module in the next available class. The onus is on the learner to check with us for the next available class.
- Learners must sit for all examinations and class tests or class assignments. Learners will have to pass all examinations to graduate from the course.
- Attendance (for student pass holder)

International students

- The minimum attendance requirement for international students is 90%.
- All the students attending have to apply leave to be absent from class. The leave must be supported by relevant document.
- For sick leave, the leave has to be supported with recognized medical leave certificate.
- The Institute is obliged to report to the Immigration and Checkpoints Authority (ICA) on any foreign student:
 1. Who fails to attend classes for a continuous period of 7 days or more without a valid reason;
 2. Whose percentage of attendance in any month of the course is lower than 90% for no valid reason;
- There are specific strict rules concerning attendance which all international students are hoped to be informed:
 1. The first warning which may be either a written (or a verbal) will be given to those who are absent for more than 5% of the allotted course time;
 2. After this warning, and if the student's attendance is at risk of falling below 90% the Institute will give a second (final) written warning informing that any further absences will result in termination of that course.
 3. If the students are absent after receiving a final warning, the Institute will inform ICA and seek advice to cancel Student Pass.
 4. For Students under Training Grants and Funding Supports, reasons such as medical leave, business trips, reservist, etc. are not accepted by the relevant authorities.

Signing of Class Attendance Register

All learners must ensure that they sign their attendance for every lesson attended. The onus is on you to approach the Lecturer for the Attendance Register to sign your attendance.

Your signature must be consistent throughout.

You are not allowed to sign for your friends. Disciplinary action may be taken against you and your friend.

You are not allowed to sign in advance of the scheduled lessons.

Eligibility for Examination

Students must achieve at least 75% Class Attendance for every Module. Students will be barred from the Main and Supplementary Examinations if their attendance falls below 75%. He/She will need to re-module that particular module in the next available class.

For company-sponsored Learners, please note SDF does not recognise reasons such as MCs, reservist, business trips, etc.

Absent from Examination

Due to the following reasons:

- **Illness:** A Medical Certificate is to be submitted and the Programme In-charge to be informed
- **Reservist Training:** A photocopy of the order to report for training
- **Business Trip:** A letter on the company's letterhead and signed by the immediate supervisor together with a photocopy of the air ticket is to be submitted
- **Other Factors:** Will be assessed by a case by case basis
- All leave of absence must be supported by documentary proof not later than 3 working days.
- Those who are absent with valid reasons may take their supplementary examination as their main examination (with approval from the management).

Cheating During Exams

Immediate suspension and/or termination from the course by the Institute with no recourse or refund. Automatic failure for all papers including those that have been taken and passed previously. Reserves the right to inform employer.

Plagiarism

Plagiarism is literary theft and is totally unacceptable. It occurs when people take the thoughts or writings of another, from the internet or other sources, and present them as their own, without acknowledging the original source.

Plagiarism also includes passing the work of others as your own. Learners should also not give their work to other learners for reference or to copy. Learners should not copy the work of others.

Plagiarism is a very serious offence and severe penalties are imposed for acts of plagiarism. If you have any doubts about plagiarism, you may ask the lecturer to explain to you.

You are not allowed to copy from the sources mentioned above - this is plagiarism and is equivalent to cheating. **Anyone caught plagiarising will automatically fail the project / assignment.**

How to avoid Plagiarism

If you borrow words, sentences, or paragraphs directly from another source, put the borrowed words in quotation marks and treat them as a quotation - indicate on the footnotes the source of the quotation.

If you paraphrase the words or thoughts of another, reference your source. If you don't use your own words in the paraphrase, you should use quotation marks.

If you take an idea from someone else, reference the source of the idea.

List of Student support services

SHRI Academy a variety of student support services to meet the needs of the students studying in Singapore. These include the following:

Type of Service	Service Provider / Responsible Section
<u>Education Material Supply</u> 1. Course Materials	Programme In-charge
<u>Orientation Programme</u> Contents include: <ol style="list-style-type: none"> 1. Overview of Singapore Human Resources Institute (SHRI) and SHRI Group 2. Vision, Mission, Value Statement and Core Values 3. Student Membership Benefits (Not applicable for all programmes) 4. Course information – fees payment schedule, timetable, assessments, attendances etc. 5. Suspension and expulsion conditions 6. Eligibility for funding support and training grants 7. Policies on Refund, Deferment, Transfer and Withdrawal 8. Student Protection – Fee Protection Scheme (FPS) 9. Policies on academic and disciplinary matters 10. Students Rights – grievances, dispute resolution 11. General Information 	Programme In-charge
<u>Student Admission Related Services</u> 1. Application submission – <ol style="list-style-type: none"> (i) Ensure the complete submission of application documents (ii) Verify true copy of the documents submitted 	Front desk/Programme In-charge/ Executive
<u>Education / Academic Support Services</u> 1. Advice on course curriculum and post-graduation opportunities 2. Reminder on examinations and classroom details 3. Students' progression path	Programme In-charge
<u>Learning facilities</u> 1. Library 2. Wireless Internet Access	Programme In-charge Facilities Department
<u>Bonding Activities, Alumni Support & Career Guidance</u> 1. SHRI Membership Engagement	SHRI Membership Department
<u>Welfare and Recreation:</u> • Counselling / Advisory services <u>Career Guidance -</u>	SHRI Events – please refer https://shri.org.sg/events/

<p>Course Progression: Information sessions and public lectures/workshops by guest speakers and academics from the related fields are invited to speak and provide expert advice on the benefits and career development guidance to assist students in making informed decision to proceed to higher education. Students can approach the Programme Managers or refer to the website for details on the courses.</p> <ul style="list-style-type: none"> • Membership privileges <p><u>SHRI Membership:</u></p> <p>Any person who is undergoing an academic course automatically becomes a SHRI Member. SHRI provides member with the right connections and networking and development opportunities to create impact in the HR fraternity. As a SHRI member, he/she will be the first among their peers to know of the latest happenings and updates in the HR industry.</p> <p>He/She will receive exclusive invitations and membership discounts to networking sessions and attractive rates to a series of HR international and local events, dialogues sessions with Ministers, as well as conferences and seminars the whole year round.</p> <p>SHRI Student Members enjoy:</p> <ul style="list-style-type: none"> • CRM Platform access - Glueup • Access SHRI Content Resources for HR Community: Free viewership & downloads of our 2020 webinars and articles/tips • Complimentary/ Discounted rates for our webinar and events. A <u>tentative calendar of events for 2021</u> is also available • Discounted rates for our <u>specialised workshops</u> • Credits worth \$200 for SHRI Academy & SHRI Corp non-SSG funded programmes and SHRI paid events (excluding HR Awards, valid for one-year only) • Rent our centrally located Training Rooms at member's rate • Network with Members and Senior Industry Leaders through our <u>Membership Directory/ Events/ Linkedin Exclusive Closed Group</u> • HR Related services at discounted/ special rates or trial period from HR Tech Vendors • Exclusive to Members Only – “Experience Coaching” Webinar in collaboration with ICF. Get the chance to have 1 on 1 sessions with our Coaches! <ul style="list-style-type: none"> • Upgrade to either Associate or Professional membership with waiver of upgrading(\$50.00) and subscription fees (\$100.00) for one year (May 2020 to April 2021) upon graduation (must meet criteria) 	<p>SHRI Membership Department</p>
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<p><u>Pastoral Counselling Framework</u></p> <p>SHRI Academy has engaged 1 part-time staff with professional qualification as a Counsellor to provide adequate formal training to students. The Part-time Counsellor can give advice to students with stress and serious emotional concerns or problems ranging from academic difficulties to personal or social issues and with difficulties such as adjustment problem, relationship problems etc. The student can approach their respective Programme In charge to arrange for an appointment with the Counsellor. The Pastoral Counselling includes:</p> <ol style="list-style-type: none"> 1. Providing emotional support for students to help them cope with mental stress relating to a new environment or course demands; 2. Implementing programs to create a culture and climate of care, trust and friendliness that encourage student attendance and involvement 3. In case of needs, students are encouraged to get the professional help from the following Voluntary Free Counseling Services in Singapore: <ul style="list-style-type: none"> a. SOS (Samaritans of Singapore) -1800 221 4444 b. The Counseling Place -6887 3695 c. CareCorner Singapore -1800 3535800 d. Family Life Society -6488 0278 e. ComCare Hotline -1800 2220000 (24 Hours daily service) f. National Care Hotline – 1800 2026868 4. For other Helplines and mental health-related support <ul style="list-style-type: none"> - go.gov.sg/hotlines (BELLE, Beyond the Label helplib) - www.msf.gov.sg/Pages/Contact-Us.aspx 	<p>Part-time Counsellor Programme In-charge</p>
<p>In case of International Students: Additional Information is provided</p> <ol style="list-style-type: none"> 1. Student Pass application requirements and procedure 2. Timelines for renewals and implications of withdrawals on cancellation of student pass 3. Visa and advice on attendance requirements 4. Relevant Singapore laws, especially those relating to immigration & Checkpoints Authority (ICA) and Ministry of manpower (MOM) including immigration requirements, laws of driving, drugs and alcohol abuse, employment, smoking, traffic and littering 5. General healthcare services in Singapore 6. Advice on accommodation and the cost of living 	<p>Programme In charge</p>

Modes of Communication

Connect with us

SHRI Academy Pte Ltd

137 Cecil Street

09-08 Cecil Building

Singapore 069537

Tel: +65-6438-0012

Email: shriacademy@shri.org.sg

Students can refer to our school website for any update: <https://shri.org.sg/shri-academy/about-shri-academy-pte-ltd-2/>

For more information on regulations in Singapore please visit:

[https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-\(peis\)](https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-(peis))

For information on our profile and the private education industry is available at:

[https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-\(peis\)/pei-listing](https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-(peis)/pei-listing)

The Standard Student Contract and Advisory Note are also available on the above-mentioned website.

The Business School
www.napier.ac.uk/business-school



BA Human Resource Managementwith Organisational Psychology (Singapore)

Student Handbook

2018-2019

Contents

	Page
WELCOME	
INTRODUCTION	1
1 PROGRAMME STRUCTURE & DELIVERY	3
1.1 Programme Structure	3
1.2 Delivery of the Programme	4
2 AIMS AND OBJECTIVES	6
2.1 Educational Aims	6
2.2 Programme Content	8
3 ASSESSMENT	11
3.1 Assessment Weightings	11
3.2 Feedback to Students	13
3.3 Assessment Regulations	14
3.4 Re-Assessment Regulations	14
3.5 Examinations	15
3.6 Late Submission of Coursework	16
3.7 Plagiarism	16
3.8 Awards	17
4 PROGRAMME MANAGEMENT	19
4.1 Programme Team	19
4.2 Programme Administration	21
5 THE PROGRAMME and YOU	27
5.1 Patterns of Studying	27
5.2 Resources	27
5.3 Facilities	28
5.4 Support	28
5.5 Suspension of Studies and Withdrawal	29
5.6 Student Absence due to Illness	29
5.7 Extenuating Circumstances	30
5.8 Programme Fees and Incidental Expenses	31
5.9 Expectations	31
6 FURTHER INFORMATION	33
6.1 Programme Schedule	33
6.2 Regulations	33
6.3 Appeals Procedure	33
6.4 Data Protection Notice	34
APPENDICES	37

Welcome to the Programme

Welcome to the BA Human Resource Management with Organisational Psychology programme of study.

Edinburgh Napier University and the Singapore Human Resource Management Institute Academy (SHRI Academy) have formed a partnership to deliver this programme in Singapore. The programme described in this booklet is designed to give you an opportunity to study for the degree on a part-time basis. This will provide you with an excellent academic underpinning to enable you to progress your career.

The programme is taught on a modular basis. All of the subjects are taught by module leaders at Edinburgh Napier University who will deliver 15 hours of lectures at the start of the module, and this will be followed by 15 hours of tutorial support by local lecturers at SHRI Academy. Assessment of the modules is by a mix of coursework and examination.

This Student handbook aims to provide you with information about the programme and how to go about getting the most out of your period of study.

We on the Programme Team look forward to meeting you. We hope that you enjoy the programme and find it both a worthwhile challenge and of benefit to you in your career development.

Programme Leaders

Norma D'Annunzio-Green

Edinburgh Napier University

Elaine Lau

SHRI Academy Singapore

Introduction

Edinburgh Napier University and Singapore Human Resource Management Institute Academy are offering a one year part-time programme leading to a BA in Human Resource Management with Organisational Psychology awarded by Edinburgh Napier University. In terms of status, participants are considered to be part-time students of Edinburgh Napier University.

Edinburgh Napier University

Edinburgh Napier University is one of the largest Universities in Scotland with approximately 14,000 students of which 12,000 study on campus in Edinburgh. It takes its name from John Napier of Merchiston, the 16th century philosopher and mathematician, who developed the concept of logarithms. The castle in which he lived is at the centre of one of Edinburgh Napier's campuses in Edinburgh, the capital of Scotland.

The University is split into three faculties: The Business School; Faculty of Engineering, Computing & Creative Industries and Faculty of Health, Life & Social Sciences.

Edinburgh Napier University Business School is the largest in Scotland.

The University has approximately 525 Academic staff and offers 150 degree/honours programmes, 56 postgraduate programmes, research degrees, several diplomas & certificate programmes and a range of professional programmes. In addition an extensive portfolio of short programmes are offered for industry and commerce some of which have been tailored to fit the needs of international clients and delivered outside the UK.

The Business School is based at Craiglockhart campus in Edinburgh. The Business School is divided into three Schools, namely Accounting, Economics & Statistics, Management and Law and Marketing, Tourism & Languages.

The School of Management and the School of Accounting, Financial Services and Law have significant experience and expertise in the provision of programmes tailored to the needs of industry and students. Lifelong Learning is a key objective of the School and priority is given to providing opportunities for students to build upon their prior learning in a way which will enable them to continue learning whilst in employment. Currently the Schools delivers a range of programmes in Business,

Leadership, Human Resource management, Financial Services, Banking, Economics and Accounting covering postgraduate, degree and professional programmes and offers both taught and flexible routes.

1

Programme Structure and Delivery

1.1 Programme Structure

The Programme consists of 6 modules which cover the core subject matter of the programme delivered over 3 trimesters. The subject matter will be delivered using lectures delivered by Edinburgh Napier University academics and tutorials delivered by Local Lecturers. Students will be provided with detailed module study guides and have access to our on-line learning environment Moodle.

Trimesters will commence in June, October and February of each academic year. Students may be admitted to the programme at the start of trimester 1, 2 or 3. The actual sequence of module delivery is detailed in Figure 1 below. Normal progression through the programme will be by taking two modules per trimester.

There are no pre-requisites within levels and therefore you should study the two modules recommended in each trimester.

	Trimester 1		Trimester 2		Trimester 3	
Year 3	Individual Differences PSY09701 20 credit	Organisational Change Management HRM09703 20 credit	Strategic Management in a Global Context SOE09701 20 credit	Work Psychology PSY09700 20 credit	Human Resource Development HRM09702 20 credit	Managing the Employment Relationship HRM09704 20 credit

1.2 Delivery of the Programme

The language of delivery of all modules and for submission of all assessed work and all programme information shall be English.

At the start of each year, when a new intake of students is attending for the first time, the Edinburgh Napier Programme Leader (or his/her representative) will hold a short Induction programme to acquaint students with the nature and requirements of the programme. This will provide details of the learning resources available to you both at SHRI Academy and via Edinburgh Napier University Library's distance learning service. It also helps you consider some of the skills you will need for your study.

At the start of the Trimester you will each be provided with module Study Guides for that trimester's modules.

The **Study Guide** details the module Learning Outcomes, which you will be expected to achieve by the end of the module and to have demonstrated in your assessments. It gives the module syllabus, learning strategy, and an outline of tutorials. It also includes the assignment brief, including assignment guidelines and marking criteria, as well as indications of what would make a good answer in the module assignment/s and, if there is one, the module exam. Most importantly, it provides the reading lists to support the modules.

For block delivered modules there will be a block of 15 hours of lectures over 5 days in the first week of the trimester. The Napier Module Leader or their representative will normally deliver these lectures. You will then benefit from weekly tutorials delivered by SHRI Academy staff.

For all modules, you will be given access to on-line resources via Moodle. Moodle is Edinburgh Napier's chosen on-line learning environment for students. It can be accessed via the internet. It contains the module Study Guide and Module Text and also the **module slides**. If tutors have material which they want to give you, they may post it onto the Moodle site. They can also make Announcements. Most of the regular liaison with you will be done by the Local Tutor, usually via the tutorials, but they and sometimes the Module Leader will communicate with you via the Moodle site according to the module needs and in ways which they think will be useful to you.

In summary, each module will normally comprise a 2-hour introductory induction, 30 hours of lectures/tutorial, 163 hours of student-centred learning, and in some cases a 2-hour examination, making a total of 200 hours of study for each 20 credit module.

Illustrative delivery pattern

An illustrative delivery pattern is summarised as follows:

Week	Module 1	Module 2
1	4 x 3 hour Lectures	
2	1 x 3 hour Lecture	4 x 3 hour Lectures
3		1 x 3 hour Lecture
4	1 x 3 hour Tutorial	
5		1 x 3 hour Tutorial
6	1 x 3 hour Tutorial	
7	1 x 3 hour Tutorial	1 x 3 hour Tutorial
8	Submit Assignment	
9	1 x 3 hour Tutorial	1 x 3 hour Tutorial
10		Submit Assignment
11	1 x 3 hour Tutorial	1 x 3 hour Tutorial
12		1 x 3 hour Tutorial
13	Revision week	Revision week
14	Exam/ Assignment 2	
15		Exam / Assignment 2

2.1 Educational Aims of the BA/BA Hons Human Resources Management with Organisational Psychology programme

Programme Aims:

1. To provide you with a comprehensive knowledge and understanding of issues influencing the effective delivery of HRM and management processes underpinned by Organisational Psychology;
2. To integrate your learning into an analytical, problem-solving, creative approach in relation to the challenges and changes facing the HRM function and the general management of people at work;
3. To develop your employability and transferable skills in independent thinking and reflective learning which will enable you to develop an existing career and contribute effectively in a business situation.

The general objectives of the programme are to develop, in an organisational context, your:

- interpersonal and communication skills commensurate with demands of highly complex organisational structures
- understanding, judgement, intellectual and imaginative powers
- problem solving abilities
- critical analysis abilities
- ability to synthesise areas of study and to perceive their application in a broader perspective.

Programme intended learning outcomes

The programme provides opportunities for you to develop and demonstrate knowledge and understanding and to develop your practical, critical and analytical abilities as detailed below:

A. Knowledge and understanding – on completion of this programme of study you will be able to:

1. Assess organisations, their management and the changing external environment in which they operate.

2. Advise on current thinking relating to key HR activities and the integration of these to achieve organisational objectives.
3. Interpret societal and organisational level variables into HR strategies/policies.
4. Be effective managers of people in organisations and take a significant role in the design and implementation of organisational change and development programmes.
5. Analyse financial information and apply this to management decision-making, planning & control and performance evaluation.
6. Appraise recent developments in management accounting and specialist financial management techniques and advise on their applicability to organisational needs.
7. Analyse the development of corporate governance theory and practice and assess corporate governance functions from the perspective of corporate social responsibility.

B. Skills and other attributes

On completion of this programme of study, you will have the ability to

1. Communicate effectively, both written and orally.
2. Develop IT skills and the use of appropriate software.
3. Research information and present findings in a clear and logical manner.
4. Develop your analytical and problem solving skills needed for academic study.
5. Evaluate and reflect on your own performance and that of others.
6. Work effectively in groups and individually.
7. Critically evaluate research findings and perspectives and apply this in considering the appropriateness of different approaches to solving problems in the field of study.
8. Develop your inter-personal and transferable skills which will enable you to contribute effectively in a business situation.
9. Promote your initiative and enterprise by giving opportunities for you to take responsibility for your own learning.

These educational aims are taken from the Programme Specification for this programme and its sister programmes in the UK.

In the Programme Specification the Aims are translated into Programme Learning Outcomes, which are then mapped against each module. There is also detail about the learning, teaching and assessment strategy employed in the Programme, some

of which is reproduced in this student handbook. If you would like a copy of the Programme Specification, ask the SHRI Academy Programme Team to email one to you.

The Aims above give you an idea of the high standard which we expect you to demonstrate in your assessments. Hence it is important that, in addition to attending lectures and lecture-tutorials and reading the study guide for each module, you read around the subject as much as you can, not only textbooks but also relevant articles in academic journals and quality newspapers. Some guidance on this will be found in the study guide for each module.

2.2 Programme Content

Programme structure

	Modules Studied (all modules are 20 credits)	SCQF Level
Year 3		
Trimester 1	Individual Differences PSY09701	9
	Organisational Change Management HRM09703	9
Trimester 2	Strategic Management in a Global Context SOE09701	9
	Work Psychology PSY09700	9
Trimester 3	Human Resource Development HRM09702	9
	Managing the Employment Relationship HRM09704	9

The content of the modules are as follows:-

Year 3 Individual Differences 20 credits

PSY09701 Module Leader: Rory MacLean

This module is concerned with how and why people are psychologically different from each other, in contrast to most other areas of psychology, which tend to concentrate on similarities between people. The module focuses on two of the most interesting areas of individual differences: personality and intelligence. It covers historical and conceptual issues in both personality and intelligence, before moving on to look at recent developments and current debates in both areas. Other types of individual differences which have links with personality and intelligence (such as creativity, leadership, mood and motivation) are also considered.

Year 3 Organisational Change Management 20 credits

HRM09703 Module Leader: Kristeen Grant

This module focuses on understanding the nature of organisational change and analysing various frameworks for organisational change. Students will appraise the effect of culture on change processes and evaluate tools and techniques used in the management of change.

Year 3 Strategic Management in a Global Context

SOE09701 Module Leader: Karl Warner

Corporate strategies have to deal with an increasingly global competitive environment where successful firms are able to anticipate and respond to the environment by using their resources and capabilities to formulate and implement effective strategies. In this module students will gain an in-depth understanding of the concepts and analytical frameworks necessary for an organisation to conduct a strategic analysis, to assess its strategic choices and to implement its chosen strategy effectively.

Year 3

Year 3 Work Psychology

PSY09700 Module leader: Bridget Hanna

The module focuses on individuals and groups in relation to their work. It looks at the contribution psychology can make to achieving 'best fit' between people and their jobs, thereby to enhance productivity, satisfaction, safety and well-being at work. Four main areas are explored in depth: selection and assessment at work; human factors and work design; causes, consequences and strategies for dealing with occupational stress; and work motivation: theories, applications and implications for people and work, including aspects of team working.

Year 3 Human Resource Development

HRM09702 Module leader: Jennifer O'Neil

Students will learn how to design, deliver and evaluate the success of a training/learning activity, and examine learning activities such as e-learning and management development. They will examine the concepts of the Learning Organisation and Knowledge Management and critically evaluate the role of HRD in relation to business development and success.

Year 3 Managing the Employment Relationship

HRM09704 Module leader: Andrew Bratton

This module focuses on identifying issues and practices associated with the management of HRM and the employment relationship. Students will examine recent developments in the delivery and transformation of HRM in organisations and develop a critical awareness of issues involved with, and differences between, forms of employee involvement and participation; analyse the management of morale, discipline, grievance, collective bargaining and consultation.

3.1 Assessment Weighting

For each module, the programme is normally assessed on weighting of coursework and an examination normally of two hours length.

The weightings of each component within each module are as follows:

MODULE TITLE	Coursework	Examination
Individual Differences PSY09701	40	60
Organisational Change Management HRM09703	50	50
Strategic Management in a Global Context SOE09701	50	50
Work Psychology PSY09700	50	50
Human Resource Development HRM09702	50	50
Managing the Employment Relationship HRM09704	100	

Doing your assessments

The first assignment (coursework) for your module is given in the Module Study Guide. It will normally be accompanied by explanatory notes or other guidance as to how to undertake it. Guidance will usually be given in lecture and/or in tutorial as well.

If the module has a second assignment, this may be given in the Study Guide or it may be distributed in class.

A description of the length and format of your exam (where you have one) will also be given in the Study Guide, together with an example. This is usually a past exam paper from the UK. There may be notes of guidance as to what constituted a good answer. The SHRI Academy tutor will go over the exam requirements with you in tutorial and may well get you to practice answering questions from a past exam paper.

The Module Leader has to make sure that each assessment enables you to demonstrate that you have achieved the Learning Outcomes associated with that assessment. He/she does this by setting Assessment Criteria. For assignments (not for exams) you are shown these in the Study Guide. These criteria are the factors against which your assignment will be marked.

Sometimes they are weighted according to their importance (e.g. 20%) so the overall mark for the assignment is calculated taking this weighting into account. In such cases, you will be given a mark against each criterion.

In other cases, the Assessment Criteria will not be weighted and you will simply be given an overall mark for the assignment.

Sometimes the Module Guide will contain a description of what each mark means against each criterion. These Grading Criteria, as they are called, look complicated but are actually helpful in showing you what to do.

You should study the Assessment Criteria for your module carefully, as they will help you decide what to include or what things to try and do well. After the Assessment Task itself, the Criteria are the most important part of the Assignment Brief. They are the place where the Module Leader tells you what he or she wants you to do. **Take account of them.**

Please ensure that you reference your assignments correctly. You can find the referencing guidelines at

<https://studentportal.napier.ac.uk/Library/study/Pages/Bibliographies.aspx>

3.2 Feedback to students on their performance and marks in assessment

Marking Assessments and giving you feedback on your performance

Assignments and exams are set by the Module Leader and then marked following a rigorous process which ensures that the marking is fair and consistent. For first assignment (coursework) it happens like this:

Marking follows the Edinburgh Napier Moderation Process: Once submitted scripts are couriered to Edinburgh Napier University to be marked and double marked by the Edinburgh Napier Module leader or his/her representative. A representative sample is then “double-marked” by an Edinburgh Napier lecturer. Edinburgh Napier records the mark. Your coursework is returned to you, together with written feedback, about 4-6 weeks after you submitted it. The tutor will put the feedback onto a feedback form, which gives comments on your coursework related to each assessment criterion and your marks. Your overall coursework mark is provisional.

The Module Leader then goes through a similar process with the External Examiner. This is an academic from another UK University who makes sure that marking standards are in line with those in UK universities in general. Any recommendations for changes to marks will be put to the Module Board of Examiners (“Module Board”).

Second assignment or exam are also marked by the Module Leader and colleagues in the UK and go through a similar moderation process.

The marks are agreed and finalized at the Module Board of Examiners (“Module Board”). This includes any exam marks, which have undergone a similar process, except that the moderation process, including initial marking, has taken place only at Napier. A recommendation of Pass, Fail or Merit is made for the Programme Board of Examiners. The decision about what these marks mean for your performance on each module is then made about two weeks later at a Programme Board of Examiners (for this specific programme). The decision (e.g. Fail, Pass, Pass with Merit) is recorded and this record is passed to you, together with reassessment instructions, where applicable.

The Programme Board of Examiners will not consider your results until you have completed a level of study, when it has your marks from a number of modules and therefore a picture of your overall performance at that level.

3.3 Assessment Regulations for Programmes Leading to the Awards of BA HRM with Organisational Psychology

3.3.2 Pass Marks

Normally, to pass a module you must achieve a minimum overall module mark of 40% based on the weighted marks achieved for each component of assessment. The individual mark for each component of assessment must be a minimum of 30% in order to achieve an overall pass for the module.

3.3.3 Failure Due to Good Cause

Where you are unable to undertake the required assessment component/s for a module, or unable to complete the assessment satisfactorily, due to certified illness or good cause, you may be permitted to undertake the missed assessment/s at the next available diet as a first diet sitting. (NB See section on extenuating circumstances). However this must be notified to the SHRI Academy Programme Team at the first available opportunity. If the assessment affected by the exceptional circumstances was itself a second attempt you will be permitted to resit as if for the second time but only if the correct procedure (extenuating circumstances) has been followed.

3.3.4 Merit in a Module

Module Boards should award “merit” in a module where the student has achieved a weighted average mark of 65% or more in the module. No account should be taken of compensatory factors.

3.4 Re-Assessment

3.4.1 At the discretion of the Programme Board of Examiners a student may be offered normally a maximum of **one** resit opportunity for an undergraduate module leading to an undergraduate award (i.e. the maximum number of assessment attempts in any module is two – once as a first diet attempt and once as resit attempts). However in exceptional circumstances the Programme Board of Examiners may grant an additional resit opportunity. The period within which this can be taken is not a long one. Typically, reassessed assignments or resat exams in modules taken and failed in Trimesters 1 or 2 will be taken at the end of Trimester 3.

3.4.2 The maximum mark which can be awarded for a module which has been reassessed is 40%. If a student does not attempt an end of trimester examination or

any assessment without due cause at the next available diet, e.g. certificated medical reasons, this will count as one of the two attempts.

3.4.3 Where a student does not pass a module at first attempt or at reassessment, the Programme Board of Examiners will consider the student profile and may provide the opportunity for the student to repeat the module, as if studying it for the first time, for a second and final time.

3.4.4 In order to resit an examination a fee will be payable no later than two weeks prior to the examination. In addition there is a fee to retake a module which is payable no later than two weeks prior to the commencement of the module. Please contact your SHRI Academy Programme leader for full details of fees. Fees will be reviewed annually. (Those students who are subject to transition arrangements will be advised individually of the fees due in respect of the resit).

3.4.5 A fee will be payable in order to resubmit a coursework a fee. This fee will be payable on resubmission of the coursework. (Those students who are subject to transition arrangements will be advised individually of the fees due in respect of the resit). As above please contact your SHRI programme leader for full details of fees.

3.5 Examinations

Examinations will normally take place at a learning centre of SHRI Academy in Singapore.

Examinations take place in Week 14 or 15 of each semester. Dates are as stated in the Programme Schedule.

You must remember to take your matriculation card to the Examination in order to gain entry to that exam.

3.6 Late submission of Coursework

With regards to late submission, extensions will only be granted by the Programme Leader after written application from you. These extensions will only be granted by the Programme Leader in exceptional circumstances.

Late submissions, up to two weeks late, without prior agreement, will attract a maximum mark of 40%. Any submission over two weeks late, without prior agreement, will not be marked.

3.7 Plagiarism

You are required to comply with the University regulations. In relation to coursework and examinations these include the regulation that you do not commit the offence of plagiarism. Plagiarism is presenting the work of someone else without acknowledging the original author. While it is perfectly right (and sometimes required) that you review and criticise published books and articles you must always ensure that you make reference to the original author and do not pass off someone else's work as your own. This includes the work of a fellow student. Details of plagiarism and how to avoid plagiarising can be found at www.ed.napier.ac.uk/plagiarism/students.htm. You should also be sure

Major

- Copying from another student.
- Copying wholesale from an academic source without changing or acknowledging that source (normally in the case of an essay or coursework).
- Copying large portions of work without changing or acknowledging that source.

Minor

- Paraphrasing without acknowledgement.
- Quoting original reference obtained from a text book but not reading "original" material.

Procedure if Plagiarism Identified

If a **major** case of plagiarism is identified:

Copying from another student

- With collusion - both be marked at 0 and treated as the first attempt and required to resubmit by a date set by Module Leader and capped at the pass mark for the module.
- Without collusion - one who copied marked at 0 and treated as the first attempt and required to resubmit by a date set by Module Leader and capped at the pass mark for the module (40%).

Wholesale copying of significant sections for essay/coursework

- Confirm with other marker and mark coursework 0 and treated as the first attempt and required to resubmit by a date set by Module Leader and capped at the pass mark for the module (40%).

If a **minor** case of plagiarism is identified:

- Confer with other marker to reduce mark accordingly with a minimum adjustment of 10%.

3.8 Awards

It is intended and hoped that you successfully complete the BA HRM with Organisational Psychology. To achieve the award the following regulations apply:

3.8.3 Award of Degree

The award of Degree will be recommended for a student who has:

- (a) satisfied the programme specific requirements; and
- (b) has obtained at least 360 credits.
- (c) has at least 60 credits at SCQF level 9 or above.
- (d) has a minimum of 90 credits from programme specific core and option modules at SCQF Level 8 or above.

A student may be awarded a Degree with Distinction by achieving an overall average mark of at least 65% in the best 60 credits at level 9.

4.1 Programme Team

Edinburgh Napier University programmes are organised and operated using a predetermined management and administrative structure. A brief resume of the composition of the programme team, its duties and the organisation of Boards of Study and Examination Boards are given below.

Programme Leader (Edinburgh Napier): Norma D'Annunzio-Green MSc, MCIPD

Norma holds a Masters degree in Human Resource Management. She is also a member of the Chartered Institute of Personnel and Development. She joined Edinburgh Napier having worked previously as an HRM Director for a large multinational hotel corporation. Norma has published in HRM journals such as Personnel review, Employee Relations and Human Resource Development International and is on the Editorial Board of the International Journal of Contemporary Hospitality Management. She is currently Subject Group Leader for the HRM team of academics based at Edinburgh Napier University.

Depute Programme Leader (Edinburgh Napier): Dr Allan Ramdhony

Dr Allan Ramdhony holds a PhD in Human Resource Development. He is a lecturer in HRM, specialising in Change Management and HRD. He is also a member of the Chartered Institute of Personnel and Development. His research interests include Critical Theory, Critical HRD and the role of metaphors in organisational analysis. He is currently engaged in writing a book chapter and set of papers on Critical HRD.

Programme Administrator (Edinburgh Napier): Carolyn Beattie

Carolyn Beattie provides the administrative support vital to the running of the programme. She controls the paperwork and records associated with your enrolment and progression on the programme. Carolyn also runs the UK-end of the assignment handling system, transmitting the study packs, assignments and examination papers to Singapore.

Carolyn can be contacted through the Programme Administrator (SHRI Academy).

Programme Manager and Administrator (SHRI Academy):

The administrative and academic support at SHRI Academy ensures that you have a proper locally based support system. The Programme Administrator has responsibility for despatching the study packs and the coursework assignment-

handling system in Singapore: dealing with receipt of assignments and ensuring that they are processed in good time for return of feedback to you. The Programme Administrator will also assist with the organisation of the workshops, tutorials and examinations.

If you have any enquiries about the programme, or need an extension to a submission deadline, you should contact the Programme Administrator as follows:

Contact Details

Programme Manager/ Leader & Administrator

Name:	Elaine Lau
Appointment:	Manager, SHRI Academy
Address:	137 Cecil Street #09-08 Cecil Building Singapore 069537
Telephone number:	+65-6438-0012
E-mail address:	elaine.lau@shri.org.sg

SHRI Academy submission of courseworks:

Name:	Elaine Lau
Appointment:	Manager, SHRI Academy
Address:	137 Cecil Street #09-08 Cecil Building Singapore 069537
Telephone number:	+65-6438-0012
E-mail address:	elaine.lau@shri.org.sg

Module Leaders

The remit of the module leaders is to deliver the lectures and ensure that their subjects are effectively developed, maintained and taught. They will be involved in marking coursework and moderating coursework marks to ensure quality and consistency of marking. They are also required to represent their subject at the Programme Board of Studies and Boards of Examiners. It is the responsibility of module leaders based in the UK to oversee the marking of coursework and examination papers for the subjects for which they are responsible. This is your guarantee that you are being offered the same academic standards as are operated for the UK programme.

Local Lecturers

The role of the local lecturers is in the delivery of tutorials. These will normally be held at SHRI Academy. Their purpose is to help students solve any problems relating to the material that they may be encountering for the first time. While the Edinburgh Napier University tutors will mark your work, the Local Lecturers will be expected to provide helpful and constructive feedback on where marks were gained and lost, and on how your coursework can be improved. Advice on identifying the key issues in coursework and in structuring answers to coursework and examinations will also be offered.

4.2 Programme Administration

Student - Staff Liaison Committee

It is normal practice on programmes for the students to elect representatives to a student-staff liaison committee which provides another channel of communication between students and staff, and ensures that student concerns are aired and addressed at the Board of Studies to which this sub-committee reports. You will be invited to nominate two members of your group to represent your views to the Programme Team. Meetings of the Staff-Student Liaison Committee will normally take place at the end of each semester. The views of all of the students will be sought during the programme by questionnaire.

The following provides information relating to the Students' Association's guidelines on good practice for the Student-Staff Liaison Committee in relation to:

Remit: The SSLC provides a forum for the exchange of views on any matter relevant to the programme.

Membership: Programme Leader or Depute Programme Leader; a member of the academic staff who teaches on the programme; a student representative from each year of the programme; the Chairperson, to be elected by the Committee Members; Secretary to the Committee.

Schedule: The SSLC should meet at least once each semester.

Organisation: The Programme Leader is responsible for the agenda and notification of meetings. Notification of the meeting should be circulated to members at least two weeks in advance. This information should be posted on notice boards. Agenda items should be passed to the Programme Leader at least one week prior to the meeting, including any papers. Agendas should be posted on notice boards. The agenda and any papers should be circulated to members at least three days prior to the meeting.

Meeting: Formal minutes of the meeting should be taken. The date of the next meeting should be agreed. Minutes should be circulated to members not less than one week after the meeting. Copies of the minutes should be held on file by the Programme Leader and programme reps should retain their copies. A copy of the minutes should be posted on notice boards. The NSA should be on the circulation list for minutes.

Board of Studies

A Programme Board of Study is approved by the University's validation process for all programmes of study leading to an award of the University. The Board of Study is responsible to its respective Faculty Board for the development, planning, management, operation and enhancement of the programme. Changes to the criteria for membership will be subject to the approval of the Faculty Board. The remit of the Board of Study is to ensure that:

The operation of the programme of study complies with University Regulations and any professional or statutory body requirements where appropriate.

The coherence, academic standard and the quality of the learning opportunities provided by the programme of study are maintained and enhanced.

Any matter affecting the delivery of the programme is addressed in an effective and appropriate manner, taking into account current management or resource implications or constraints, as appropriate.

The programme of study is subject to peer review to ensure that the assessment arrangements remain appropriate to the nature of the intended learning outcomes

and that the programme of study meets the standard expected by the academic community.

There are effective formal and informal methodologies for communicating with students, including adequate means for providing students with an appropriate response to all matters raised.

A Board of Studies chaired by the Programme Leader meets to consider matters affecting the operation of the programme and its development. Module leaders and the programme administrator normally attend the Board of Studies.

Meetings of Board of Studies

Normally, the Board of Studies will meet at least three times each session under the chairmanship of the Programme Leader, who is responsible for the documentation of the proceedings and the preparation of reports.

The Role and Remit of the Programme Representative

The programme representative is responsible for his/her particular year of study of her/his own programme.

The programme representative has two functions:

- (i) to consult with the students on her/his programme to get their ideas and note any concerns they may have about any aspect of their education at Edinburgh Napier;
- ⌘ to represent the ideas and the concerns of her/his programme at the appropriate forums:
 - Staff/Student Liaison Committees

It may be the case that programmes, especially the large ones, divide these responsibilities between two or more representatives.

Elections

Programme Leaders are normally expected to open nominations for programme representative(s) within the first semester for each cohort of students. This will not mean that the programme will not be able to change its rep at a later date if it so wishes. It is important however, that the Students' Association has a contact name and address for communications.

Where there is more than one nomination your Programme Leader will supervise an election (or will contact NSA to arrange one), and, once the programme representative(s) is/are appointed will notify the Students' Association of their details.

Required Time Commitment of Programme Representative

Representatives must commit sufficient time to prepare for and attend at least three Student/Staff Liaison Committee meetings. They should also allow a few minutes each week/fortnight to get the views of their programme and to feed back information to them from other bodies. 10 hours per term should cover these commitments, although it may be as little as seven hours.

Module Board of Examiners

Module Board of Examiners is approved by the University's validation process for all modules offered by the University. The Module Board of Examiners is required to agree the performance for each student on each module being considered. The Module Board of Examiners will submit confirmed results for modules and recommendations for pass or fail, and the re-assessment requirement for a failed module, to Programme Boards of Examiners. The Module Board of Examiners cannot consider mitigating circumstances that are dealt with by the Programme Board of Examiners. Modules delivered on the BA HRM with Organisational Psychology programme will often be considered at the same time as other modules delivered in the UK.

Programme Board of Examiners

A Programme Board of Examiners, chaired by the Head of School, will be held at Edinburgh Napier University, normally shortly after each Module Board of Examiners.

A Programme Board of Examiners is approved by the University's validation process for all programmes of study leading to an award of the University. The Programme Board of Examiners is required to agree the overall performance for each student on each programme of study being considered taking into account any mitigating circumstances deemed valid by the approved Faculty Mitigating Circumstances Board. The Programme Board of Examiners will submit recommendations to the Academic Board for conferment of awards and progression.

Conferment is the formal granting of awards by the University Court based on the recommendations made by Programme Boards of Examiners.

A module descriptor is the approved University methodology for providing module information. It includes the content, level, credit, intended learning outcomes, the

assessment instruments, pre-requisite modules, the number of components of assessment and their weighting.

Condonement occurs where the overall module result is above the minimum pass for the module, but one of the components of assessment has been failed, and the Programme Board of Examiners is in agreement that the recorded failure should not deter a student's progression to the next stage of study or to receive an award. The Programme Board of Examiners will award a compensatory pass for the module and the marks will remain unchanged.

Compensation occurs where the overall module result is below the minimum pass for the module, but the Programme Board of Examiners is in agreement that the recorded failure should not prevent a student's progression to the next stage of study or to receive the award. The Programme Board of Examiners will award a compensatory pass for the module and the marks will remain unchanged.

Roles and responsibilities of external examiners

Module external examiners are subject specialists appointed to ensure the level and standard of achievement in modules at the appropriate level. Module external examiners are members of the Module Board of Examiners. The role of the module external examiner is to ensure that justice is done to the individual student in respect of their performance in the individual module being considered and that the standard of the modules is maintained. Module external examiners approve all assessment instruments of approved SCQF Level 9 and 10 modules.

Programme external examiners are appointed to ensure the overall level and standard of the programme of study and the level of the award. Programme external examiners are members of the Programme Board of Examiners. The role of the programme external examiner is to ensure that justice is done to the individual student taking a holistic view of their overall performance and of any mitigating circumstances deemed valid by the appropriate Faculty Mitigating Circumstances Board and that the standard of the award is maintained.

All approved SCQF Level 9 and 10 modules must be allocated to a module external examiner.

Each approved programme of study must have a programme external examiner. Programme external examiners are drawn from the module external examiners, and therefore undertake a dual role.

No recommendation for the conferment of an award of the University may be made without the written consent of the approved programme external examiner(s).

The Programme and YOU

5.1 Patterns of Studying

Submission of coursework

You may submit your coursework assignments either in person or by post to the following office on or before the specified due dates of the assignments:

SHRI Academy submission of coursework:

Name:	Elaine Lau
Appointment:	Manager, SHRI Academy
Address:	137 Cecil Street #09-08 Cecil Building Singapore 069537
Telephone number:	+65-6438-0012
E-mail address:	elaine.lau@shri.org.sg

Late Submission of coursework

With regards to late submission, extensions will only be granted by the Programme Leader after written application from the student. These extensions will only be granted by the Programme Leader in exceptional circumstances. **Students' assignments up to two weeks late without prior agreement will attract a maximum mark of 40% and any later assignments without prior agreement will not be marked.** Students who submit the assignments after the due dates may also be asked to pay a fee to cover the additional costs incurred from the extra deliveries of the assignments to Edinburgh Napier University by courier.

5.2 Resources

In addition to the module study pack you will require access to other resources mainly textbooks and journals which have been indicated as recommended reading.

A list of these resources is provided in the module study pack. You may want to follow up other references mentioned in the study pack or to read other books and articles to help in your understanding of the subject.

5.3 Facilities

Teaching will take place in one of the SHRI Academy learning centres.

For this programme, participants will have full access to the Edinburgh Napier University online library details of which is covered as part of your induction.

5.4 Support

Support is available to you from a variety of sources.

Local lecturers will provide you with advice and guidance on a regular basis. The SHRI Academy Programme Team will be available to discuss with you specific issues of an administrative nature.

During their visits to Singapore Edinburgh Napier Lecturers will be available at specific times. The Edinburgh Napier Programme Leader (or her designate) will be present in Singapore once per semester.

Administrative Staff – SHRI Academy and Edinburgh Napier

First point of contact for any administrative matter is the SHRI Academy Programme Administrator.

5.5 Suspension of Studies and Withdrawal

We expect that everyone who is accepted on to this programme is capable of achieving success. However, we recognise that exceptional circumstances may arise in your personal or business life that makes it difficult for you to complete the programme in the normal time scale. In this situation, it may be possible for you to suspend your studies for up to 2 years. In the unfortunate case of having to undertake re-sit examinations it may be that suspension is a useful vehicle to allow you to clear up a backlog before continuing with further studies, and as such it may be recommended by the Board of Examiners. Any decision about granting a suspension will take into account the timing of the delivery of the remaining modules on the programme. Suspension of Studies should only be undertaken after taking advice from the SHRI Programme Leaders.

If your circumstances change such that you are aware that you will be unable to complete a module and take the final assessment you may apply for suspension of your studies. However if this falls within a six week period of the final examination then you should make the programme team aware of the circumstances as detailed under extenuating circumstances in section 5.7.

Withdrawal from the Programme

Very occasionally students find that their circumstances have changed so dramatically that they have no option but to withdraw from the programme and in that case we ask you to let us know that this is your intention and whenever possible to let us know the reason. If with this situation it may be possible for you to recommence your studies at a future date retaining credit for the work that you have already completed on the programme. Any decision regarding this will be at the discretion of the programme team.

(For your convenience we have included documents as appendices to this handbook which you can use to request deferment or withdrawal. We sincerely hope you do not have to use them).

5.6 Student Absence due to Illness

Students are required to produce a medical certificate only in the following circumstances:

- absence of 1 week (5 days) or longer
- failure to sit an examination or complete any formal assessment.

A medical certificate is to be produced at the first available opportunity. This should be passed to the Programme Administrator at SHRI Academy together with a completed Student Statement of Sickness Form (see appendix). Any charges for the provision of a medical certificate by the medical practitioner must be borne by the student.

If absence is due to illness results in you missing an examination or coursework submission then you will be required to complete an extenuating Circumstances as detailed in section below

NB. Doctors cannot be expected to provide retrospective certification.

5.7 Extenuating Circumstances

There may be very exceptional circumstances that affect your performance/attendance on the Programme. These would come under the headings of: close family bereavement, extended overseas work commitments. You should notify the Programme Administrator at SHRI Academy, in writing, as soon as these problems become evident and this information will be passed to the Programme Leader in order that appropriate arrangements can be made to help you continue with your studies. Such action might include extension of coursework or provision of permission for you to take an examination at a later date as a first diet examination.

Keeping in touch during illness or extenuating circumstances is essential so that you can be supported through your studies and will not be disadvantaged.

If a student feels that there are extenuating circumstances such as illness or personal circumstances that adversely affected their performance in or absence from an assessment or for a significant period of time in a trimester, they should complete the extenuating circumstances form attached to the Academic Appeals procedure at the end of this participants guide - or you can complete it electronically by going to

<http://staff.napier.ac.uk/services/sas/Regulations/Pages/Regulations.aspx> and click on Forms to Download.

You are recommended to contact the Programme Leader or delegated authority in SHRI Academy in the first instance to seek advice on such a matter.

5.8 Programme Fees and Incidental Expenses

Please contact your SHRI Academy programme leader for confirmation of the following fees:

- Programme Fees per module
- Resit Examination fee
- Re-submission of coursework fee
- Resit module fee
- Courier charges for late submission of assignments
- Graduation fee.

Please note that these programme fees and expenses may be subject to changes in each semester.

Students who are affected by the transition arrangements will be advised separately regarding the fees due.

Programme fees and expenses paid in relation to above paragraph are not refundable unless a programme is oversubscribed or cancelled.

5.9 Expectations

What We Expect of You

It is your responsibility to attend lectures and lecture-tutorials, examinations, to submit coursework for assessment as required and to provide in advance of the Programme Board of Examiners's meeting any relevant information on personal circumstances, which may have affected performance and which, you wish the Programme Board of Examiners to take into account. This includes the submission of any extenuating circumstances (see section 6.3.2). If you fail to attend examinations or submit coursework for assessment without good cause, the Examination Board may deem you to have failed the assessments concerned.

If you fail, without good cause, to provide information about any personal circumstances that may have affected performance in assessments in advance of the Programme Board of Examiners meeting, the Director of Registry Services has authority to reject academic appeals on these grounds.

There may be personal circumstances that may have adversely affected your performance and which you want the Programme Examination Board to take into

account. You should provide the SHRI Academy Programme Team in advance of the Board's meeting with any relevant information. If you neglect to do this, the Academic Board or other institutional body to which the case might be referred, may reject any subsequent request you may make.

You are required to comply with the University regulations (full copy is held with SHRI Academy team). In relation to coursework and examinations these include the regulation that you do not commit the offence of plagiarism. Plagiarism is presenting the work of someone else without acknowledging the original author (see appropriate section in this guide for additional information). While it is perfectly right (and sometimes required) that you review and criticise published books and articles you must always ensure that you make reference to the original author and do not pass off someone else's work as your own. This includes the work of a fellow student.

If you are found to have cheated or attempted to gain an unfair advantage, the Programme Board of Examiners has authority to deem you to have failed part or all of the assessments and to determine whether or not you shall be permitted to be re-assessed or the matter be referred to the Director of Registry Services.

What You Can Expect of Us

We on the programme team undertake to:

- ensure that you are provided with feedback on your coursework with constructive comment on how it may be improved.
- return your coursework feedback to you no later than three weeks after the deadline for submission.
- quickly resolve any programme-related problems you may be having.

6.1 Programme Schedule

A copy of the programme schedule for each academic session is handed out separately. Detailed information about the rest of the schedules for the Programme will be provided to you as soon as it becomes available.

6.2 Regulations

The Regulations are contained in the Programme Document and the Business School Core Validation Document, copies of which are lodged with the SHRI Academy Programme Team and may be inspected by arrangement.

Anyone found cheating or attempting to gain unfair advantage will be judged to have failed the relevant assessment or part assessment by the Board of Examiners. The decision on whether or not a re-assessment is permitted will be at the discretion of the Board of Examiners. When you submit coursework you will be required to sign a declaration that you are aware of the offence of plagiarism and that all work submitted is your own unless it has been specifically referenced and acknowledged as the work of another author.

6.3 Appeals Procedure

6.3.1 Academic Appeals

If a student feels that a decision of a Programme Board of Examiners should be reviewed because they believe that an injustice has occurred then they should request an Academic Appeal.

<http://staff.napier.ac.uk/services/sas/Regulations/Pages/Regulations.aspx>

Before any appeal is made students should seek advice from SHRI programme leader.

Please note that the appeal regulations stipulate strict timescales for valid appeals and no appeal can be made before the formal programme board of examiners has had the opportunity to consider a student's performance for all modules in their current stage of study

6.4 Data Protection Notice

Under the Data Protection Act 1998 ("the Act"), you are entitled to be told what information is held about you and how it is used. All terms shown in **bold** in the following are taken from the Act.

The **data controller** of your personal information is The Court of Edinburgh Napier University, 219 Colinton Road, Edinburgh EH14 1DJ ("Edinburgh Napier", "we/us").

The **personal data** held about you by Edinburgh Napier consists of:

- the information provided on your application (such as your contact details, qualifications, referees and biographical data) and by others;
- information about your performance on the course; and
- other support information (including health information).

Your information is used to allow the course of study which you are pursuing to be established, delivered and administered. This is known as the **processing** of your **personal data**.

Your information will be disclosed to academic and administrative employees of Edinburgh Napier and SHRI Academy but only for the purposes of the **processing** and it will not be passed on to other third parties or countries without your prior consent.

Due to the International nature of your course, Edinburgh Napier shall require to send your **personal data** to Singapore for **processing** by the other institution involved in offering the course, including re-transmission back to Edinburgh Napier. Although we have taken steps contractually with SHRI Academy to protect your information during such transfers, you should be aware that Singapore does not have a data protection law equivalent to that in the UK.

Edinburgh Napier may contact you by surface mail, e-mail, telephone or fax. If you do not want to be contacted in any of these ways please tell us.

Under the Act you have the right, subject to some limitations, to access your **personal data** (subject to any fee payable to the **data controller** up to £10) and to correct any mistakes which there may be in it.

Information provided in this Participants' Guide is accurate at date of this publication but may be subject to changes thereafter. These changes will be separately advised to students when the need arises.

Date of publication February 2019

Appendices

The following pages are included for you to use if and when the occasion arises.

If you change address or need to change your arrangements for completing the programme please use the relevant document.

You may either photocopy them or just tear them out and give or send them to your Programme Administrator.

BA HRM with Organisational Psychology (Singapore)

Change of Address

Student Title, First Name, Surname

Matriculation No (8 digits)

Intake No (Indicate month/year when you joined the programme)

Date of Change (correspondence sent to address below from: dd/mm/yy)

NEW ADDRESS

Email:

Signature

Date

STUDENT'S STATEMENT OF SICKNESS

NAME (block letters) _____

DATE OF BIRTH _____

PROGRAMME _____ YEAR _____

MATRICULATION NO _____

ADDRESS (Term time) _____

DATES OF ABSENCE (inclusive) FROM _____ TO _____

TOTAL NO. OF DAYS _____

REASON FOR ABSENCE (Give brief details of illness) _____

Signature _____ Date _____

BA HRM with Organisational Psychology (Singapore)

Suspension of Studies

Student Name in full

Matriculation No (8 digits)

Intake No (Indicate month/year when you joined the programme)

Due to
(Please state reason)

I wish to defer my studies on above programme as of

(please insert month/year) _____

and I propose to re-commence my studies as of

(please insert month/year) _____

Signature

Date

Please send completed form to the Programme Administrator at SHRI Academy

BA HRM with Organisational Psychology (Singapore)

Withdrawal from Programme

Student Name (in full)

Matriculation No (8 digits)

Intake No (Indicate month/year when you joined the programme)

Due to
(Please state reason)

I wish to withdraw from the above programme as of
(please insert exact date) _____

Signature

Date

Please send completed form to the Programme Administrator at SHRI Academy

ASSIGNMENT ACKNOWLEDGEMENT SHEET FOR SUBMISSION THROUGH ENROLMENT COUNTERS

Serial No.: _____

Please note: 1. Assignments must be submitted on or before the due date.

2. Students submitting their assignments through Enrolment Counters should fill in clearly their names and assignment details in the Acknowledgement Slip below. The Slip will only be issued to a student when the submission is made within opening hours.

3. Students must ensure that they are not guilty of plagiarism which is, essentially, referring to the words/ideas of others without acknowledgement. Students must comply with the statement below.

Student's Declaration

The attached assignment is my own work, and has never been submitted for assessment on any other course before. Proper reference has been made to all sources: published or unpublished works and the ideas of other persons.

(Student's Signature) _____

Full Name of Student (Mr/Ms) _____ Date submitted _____

Programme _____ Course Code _____

Name of Module/Subject _____ Class _____ Assignment Title/Reference no. (if

applicable) _____ Teacher _____

ACKNOWLEDGEMENT SLIP

Students should fill in details below before submission of the assignments through Enrolment Counters. This acknowledgement slip will only be issued to the student if submission is made within opening hours.

For Office Use

Name of student (Mr/Mrs) _____

Programme _____

Module/Subject _____

Assignment Title/Reference no. _____ Serial No.: _____