Aberystwyth Business School

Student Handbook

Postgraduate Taught Programmes

2023/24

ABS Portfolio of Taught Postgraduate Programmes

MBA Programmes

(September & January* Cohorts)

N1834 MBA

N1837 MBA Global Supply Chain Management

N1838 MBA Engineering Management

N1839 MBA Project Management

N1840 MBA International Marketing

N1841 MBA Corporate Social Responsibility

MSc Programmes

N126 MSc International Finance & Banking

N128 MSc International Business & Marketing

N190 MSc International Business Management

N208 MSc MSc Management & Finance

N300 MSc Finance

N308 MSc International Finance

*Please note that some details vary for January cohort students. These variations are pointed out in this handbook, so please read carefully.

Contents

Disclaimer

This handbook should be used in conjunction with the Academic Quality Handbook (Part A: Policies and Procedures and Part B: Regulations) https://www.aber.ac.uk/en/academic-registry/handbook. Nothing in this handbook overrides these publications, which always take precedence. Every effort is made to ensure that the information in this handbook is accurate and current. The University does however reserve the right to amend or update the handbook during the course of

an academic year. In the unlikely event of any changes you will be notified by your academic department.

Welcome

…..to the Aberystwyth Business School. My colleagues and I are thrilled to have you join us as you embark on your studies here at Aberystwyth. We hope you will find the programme of studies we offer stimulating and enriching. Our emphasis within Aberystwyth Business School is very much on friendly and informal relationships between staff and students. One of the advantages of Aberystwyth is that you will easily make personal contact with members of staff, who are always ready and wiling to help out with any issue you may encounter during your studies. Aberystwyth Business School offers you the opportunity to study in a School which combines an international academic reputation with a friendly, welcoming and hospitable atmosphere. We look forward to working with you to enhance your university experience.

Professor Andrew Thomas

Head, Aberystwyth Business School

Section A: Introduction

Purpose of the handbook

This handbook aims to provide you with key information about your studies, and about university policies and procedures. It is not a comprehensive guide, but aims to provide you with some of the essential information you need to have a successful, and enjoyable, academic career here at Aberystwyth University.

This handbook is accompanied by further information found on the University's website: https://www.aber.ac.uk/en/student/.

Our Student Charter lays out our mutual responsibilities and aspirations. You can find it at the following web address: https://www.aber.ac.uk/en/student/charter/.

A new handbook is published each academic year with up to date information. We hope that you will find this information useful. If you would like to comment on the handbook contents, or have comments about how to improve the information provided, please forward these by email to your academic department. Please note that 'academic department' is the generic term used throughout this handbook, the formal title of a department may be 'department', 'institute' or 'school'.

If you have any questions about any subject in this handbook please contact your Personal Tutor. Students are also reminded that the Rules and Regulations of the University apply at all times including term and vacation: https://www.aber.ac.uk/en/academic-registry/handbook/regulations/

Equality and Diversity

Aberystwyth University are committed to developing and promoting equality and diversity in all our practices and activities. We aim to work, study and provide an inclusive culture, free from discrimination and upholding the values of respect, dignity and courtesy. Every person has the right to be treated in accordance with these values.

We are committed to advancing equality on the grounds of age, disability, sex and sexual orientation, gender identity, race, religion and belief (including lack of belief), marriage and civil partnership, pregnancy and maternity, and to embrace intersectionality and raise awareness between and across different groups.

The [Student Dignity and Respect Code](#) is published on the web, and includes a link to the University's [Report and Support](#) pages where individuals have the option to submit an anonymous or third party report or concern. This code should be used to deal with any allegations of bullying, harassment or other behaviour contrary to dignity and respect perpetrated by students whether on campus or not or whether on University related activities or not.

Our Strategic Equality Plan 2020-2024 promotes equality and equality improvements across the University as required under the Equality Act 2010. Progress Reports measured against this plan will be available in our annual monitoring reports.

Our current 4 year Strategic Equality Plan 2020-2024 (and accompanying Strategic Action Plan) can be found on the Plans section of the Equality web pages: https://www.aber.ac.uk/en/equality/

Should you have any questions please send an email to equstaff@aber.ac.uk.

Important Dates

The University's dates of term, including semesters, induction, registration and orientation, vacations, examinations and revision weeks (if appropriate) can be found here: https://www.aber.ac.uk/en/dates-of-term/.

Dates of Term should be read in conjunction with the University's residency requirements for full-time students as set out in section 3.1 of Student Rules and Regulations : https://www.aber.ac.uk/en/academic-registry/handbook/regulations/

January Cohort

MBA Students starting their programmes in January will join in University Semester 2 and study their modules alongside students who have progressed from Semester 1. In effect University Semester 2 is Semester 1 for January start students. Semester 2 for January cohort students will take place over the summer months and teaching will take place in block mode, that is, teaching takes place in whole day blocks of time over a defined period, followed by assessment before moving onto the next module. Details are provided at the start of the programme induction.

Section B: Department Information

Communication between the University and students

The official means of communication between the University and our students is by Aberystwyth University email. If you have yet to activate your student account, please do so by following the on-line instructions: https://myaccount.aber.ac.uk/open/activate/.

There are various communication/feedback channels available to students. The flow diagrams below show the alternate channels:

Academic Support   *Pastoral Support*

Module co-ordinator		Personal Tutor
⬇		⬇
PG Director		PG Director
⬇		
Head of School		
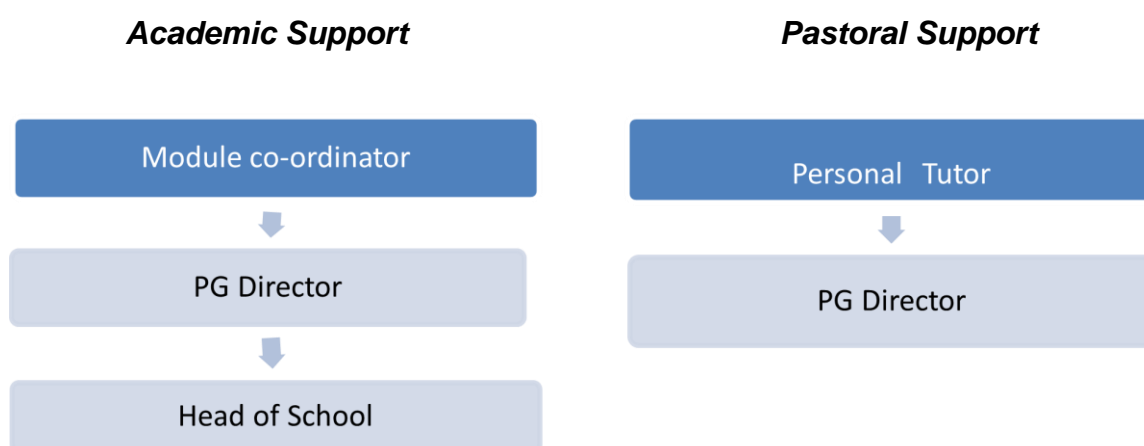
If you have any queries or concerns during your studies, your first point of contact should be your personal tutor, or if academic in nature and module specific, your lecturer/module co-ordinator.

For guidance on **MSc degree scheme** issues students should contact the **Postgraduate Director, Dr Aloysius Igboekwu** on alo12@aber.ac.uk should the need arise if issues have not been resolved/questions answered successfully by the module co-ordinator.

For guidance on **MBA degree scheme** issues students should contact the **MBA Director, Vince Dispenza on** vid12@aber.ac.uk should the need arise if issues have not been resolved/questions answered successfully by the module co-ordinator.

Please feel free to contact any member of academic or administrative staff, should the need arise. A full list of School contacts can be found on our website

https://www.aber.ac.uk/en/abs/staff-profiles/. Alternatively, you can email our departmental administration team on business-school@aber.ac.uk for help and advice.

Attendance and Academic Progress

The University requires students to engage with all timetabled activities, including lectures, seminars, practical classes and tutorials. There may also be additional attendance requirements as specified by the University or by your academic department.

The University is committed to a system of monitoring student attendance and progress as part of a duty of care for individual students. If your attendance and progress is not satisfactory, you will be contacted by your academic department and given the opportunity to explain the situation. While the reason we monitor academic progress is to offer you support, there is a risk of disciplinary action where attempts to remedy a situation of poor attendance and progress have not led to improvement. In such cases, academic departments can recommend that students should be excluded from the University.

You will register attendance by swiping your ID card at the start of each session. You may also be required to sign a register. You must only swipe your own card. Please do not swipe a card on someone else's behalf, or ask someone to swipe your card on your behalf. If you see anyone swiping more than one card, please report this to the module tutor.

The full Academic Regulation on Academic Progress, can be found in Part B of the Academic Quality Handbook https://www.aber.ac.uk/en/academic-registry/handbook/regulations/academic-progress/

Meet the staff

You can find information about the department's staff, including their roles and responsibilities on the department's web page: https://www.aber.ac.uk/en/abs/staff-profiles/

Personal Tutors

Every postgraduate student is allocated a Personal Tutor. Personal Tutors have an important role within the overall framework for supporting students and their personal development at the University.

The Personal Tutor should provide a first point of contact between student and academic departments, be available for consultation at reasonable times, and where appropriate refer the student for specialised advice.

More detailed information can be found in section 6.6 Personal Tutors in the Academic Quality Handbook: https://www.aber.ac.uk/en/academic-registry/handbook/student-support/.

You will be notified in due course of your meeting with your personal tutor.

Coleg Cymraeg Cenedlaethol

The Coleg Cymraeg is a national institution that has a key role to play in the planning, maintenance and development of Welsh medium education and scholarship in our universities. The Coleg has branches in each one of Wales's universities where Welsh medium provision is offered. Here at Aberystwyth University, the branch is under the auspices of the Centre for Welsh Language Services. You can learn more about the Branch's academic and social activities, along with the opportunities available for students by becoming members of the Coleg Cymraeg Cenedlaethol here: https://www.aber.ac.uk/en/ccc/. To become a member of the Coleg Cymraeg Cenedlaethol go to: https://colegcymraeg.ac.uk/myfyrwyr/prifysgol/eisiau-derbyn-gwybodaeth/. If you became a member when in school or college, you need to update your membership to that of a university student by completing this form: https://colegcymraeg.ac.uk/ymaelodi-prifysgol/. .

Submitting Assessments in Welsh

Aberystwyth University operates a bilingual policy for all written assessments, including coursework essays and examinations. Any student may choose, regardless of whether the main language of assessment of the module in question is Welsh or English, to submit examination scripts and assessed coursework in either Welsh or English (apart from assessments where language assessment is included in the module learning outcomes). Students pursuing modules through the medium of Welsh will be examined

in that language; students pursuing modules through the medium of English are entitled to be assessed in Welsh.

The University has established a policy on the translation of assessed work aimed at ensuring the integrity of the process (i.e. that students are not unfairly advantaged or disadvantaged by the marking of translated work). Students who wish to submit examination scripts or assessed coursework in Welsh on English medium modules are not required to give prior notification to academic departments of their intention to do so. However, to allow time for the preparation of Welsh language examination papers on English medium modules, students are asked to inform the **Centre for Welsh Language Services** by the closing dates which are published by the Centre at the start of each semester. Students who have noted on their record that they speak Welsh will receive an email reminder from the Centre for Welsh Language Services.

Centre for Welsh Language Services

Aberystwyth University is a bilingual institution where Welsh is used routinely in its administration and in its academic activities.

The Centre for Welsh Language Services promotes the use of Welsh and supports the University in operating bilingually.

As a University in Wales, Aberystwyth University complies with the Welsh language standards which explain how the University is expected to provide specific services through the medium of Welsh, ensuring that the Welsh language is not treated less favourably than the English language.

For example, general correspondence to students will be bilingual as well as display material, our telephone services, websites, and online services. Students also have the right to use Welsh in meetings with the university, and if needed 'simultaneous translation services' will be provided to facilitate this.

Whilst studying at Aberystwyth University many students enrol on learn Welsh courses, which are free to learners between 18-25 years old.

For information regarding learning Welsh, Welsh language services or on how Welsh is used at Aberystwyth University, please contact canolfangymraeg@aber.ac.uk / https://www.aber.ac.uk/en/cgg/

Employability

At Aberystwyth we work hard to help you develop your employability and make informed choices to ensure you identify your talents and potential and have an effective plan as you graduate into the world of work.

As an Aberystwyth Business School student you are encouraged to engage with developing your employability throughout your degree. We have a dedicated link career consultant, Lorraine Spencer lms6@aber.ac.uk who throughout the year will deliver a range of workshops and one to one sessions to help you make the very best of your time at university and prepare for your next steps come graduation.

Alongside departmental provision, you will also have access to the wide range of services provided by the university careers service including a central events programme, extensive online resources, a vacancy database, daily drop-in provision and a self-bookable process to one to one career consultations. See https://www.aber.ac.uk/en/careers/ for more information.

Your Voice: Gathering Student Feedback

Aberystwyth University is committed to providing students with a first-class student experience. Students are partners in their learning, their opinion of academic programmes and the wider student experience is highly valued by the University.

Your Voice Matters is about students and staff working together to make Aberystwyth University exceptional. You can tell us what we're doing well, where we can improve and what's important to you. Get involved by contacting Aber SU academic reps or officers, talking to your lecturers or support staff, filling in the online Your Voice Matters form, or completing a Module Evaluation Questionnaire. Your feedback helps us to continue enhancing the student experience.

Your Voice Matters, so get in touch and have your say.

Module Evaluation Questionnaires (MEQ)

Each semester, all postgraduate students will be asked to complete an online Module Evaluation Questionnaire in-class for each of the modules they are taking. All feedback via MEQ is anonymous and will be used to assess how the module is performing and make any possible changes. Each module coordinator will write a report analysing the results of the MEQs and the results of which will be provided to students via face-to-face discussions, emailed to students and published on Blackboard.

Please provide constructive feedback on your modules, complete module evaluations honestly, with consideration and respect for the teaching and support staff for each module in accordance with the Rules and Regulations:
https://www.aber.ac.uk/en/academic-registry/handbook/regulations/

Students are informed when submitting a comment that the University reserves the right to remove or redact comments that are deemed to be in breach of the Rules and Regulations.

Your Voice Matters

Your Voice Matters is a process by which students are able to feed back at any time about any aspect of their University experience. Student feedback helps the University to continue to enhance the student experience, by telling us what we're doing well, where we can improve and what's important to you. See https://www.aber.ac.uk/en/student/your-voice-matters. Again, please provide constructive feedback with consideration and respect for staff in accordance with the Rules and Regulations.

Staff Student Consultative Committee

Students are at the heart of learning and teaching and an effective student voice, with appropriate representative structures, underpins the University's quality assurance and enhancement systems. In this, the University recognises the importance of effective student representation at many layers within the University's structure in contributing to its success in maintaining and enhancing the student experience.

SSCCs provide a formal means of discussion between the University and students on academic issues affecting their studies. They operate in accordance with the guidance on student representation set out in section 6 Student Support of the Academic Quality

Handbook. More detailed information can be found here:
https://www.aber.ac.uk/en/academic-registry/handbook/student-support/.

The SSCC is essential to the continuing of the partnership between students and staff and ultimately the success of the School. It meets three times a year and comprises student representatives from each year along with staff from all areas of the School.

The role of the student representatives is to liaise with fellow students and represent their views at Committee meetings. The Chair is drawn from the student representatives. For more information please contact Dr Sarah Lindop (sol@aber.ac.uk).

Section C: Registration and your Programme

Registration

Before you can be known as a full-time or part-time student at Aberystwyth University you need to complete registration at the start of the session. Registration information, registration timetable and a full list of events can be found here: Postgraduate Registration : Academic Registry , Aberystwyth University

If you have any queries concerning undergraduate registration, please contact the Academic Registry (email: pgsstaff@aber.ac.uk, tel: 01970 628515/622787). It is important to inform the Academic Registry if you are unable to register on time. **Please note: If you do not complete registration, you will not be a registered student and your access to University facilities will be suspended.**

Do not worry you will be contacted by your Degree Scheme Co-ordinator before the semester starts with further information and help.

Student Visa Responsibilities

Important information for students studying in the UK on a Student visa or Tier 4 visa.

Aberystwyth University is a registered 'sponsor' under the Point Based System (PBS). This gives us the ability to recruit and sponsor international students.

The Home Office, under the PBS places responsibilities on students and their university to ensure Immigration rules are followed.

As a licenced sponsor, the University has developed policies and procedures to ensure that we comply with these responsibilities. These policies and procedures are also in place to help you protect your immigration status.

To help avoid potential difficulties we have provided guidance on these responsibilities on the website below and also in the resources section of the Student Visa Compliance Information page.

If you have any questions, please contact compliance@aber.ac.uk

Further information can be found here: https://www.aber.ac.uk/en/academic-registry/compliance-information/

Scheme Structures and Programme Specifications

Links to all current scheme structures can be found here:
https://www.aber.ac.uk/en/study-schemes/

Links to all current programme specifications can be found here:
https://www.aber.ac.uk/en/programme-specs/index.html

Your degree scheme structure will include 'core modules' which you will be required to study and may also include a choice of 'option modules'. Some option modules have a minimum enrolment threshold, so we can only offer them if enough students enrol. If we can't offer the option module you want, you will be asked to choose again.

Depending upon your degree scheme and the modules that you choose you may be able to obtain exemptions towards professional qualifications after completing your degree with us. Further information can be found here:
https://www.aber.ac.uk/en/abs/studywithus/undergraduate/professionalexemptions/

Module Information

A module is a unit of study within a degree scheme with its own learning outcomes. Links to individual module details can be found here:
https://www.aber.ac.uk/en/modules/.

All modules at Aberystwyth are identified by a seven-digit code. This code tells you important information about the module. The first two letters indicate the subject area (e.g. AB for Business School); the first number is the level (i.e. 0, 1,2,3 and M for

Masters); the last two numbers are the credit weighting (10, 20 etc.). 00 means that it is the first semester of a long thin module taught over two semesters.

ABM 10 **20**

The letters indicate the discipline:

ABM – PG module

The last two digits are the credit weighting, either 10, 20 or 30 credits. '00' means that it is the first semester of a long thin module
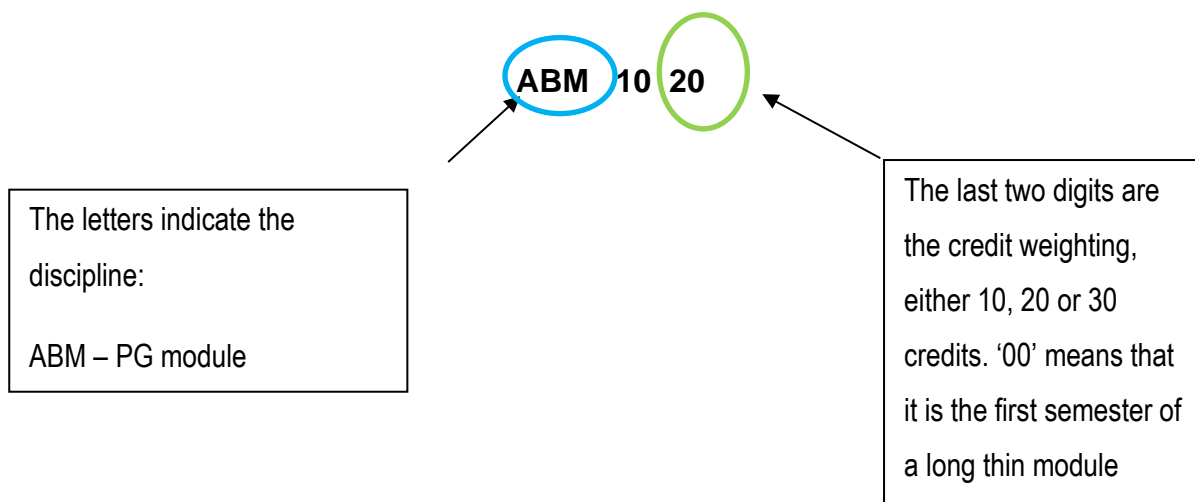
Core modules

Your Degree Scheme Coordinator will inform you of the compulsory core modules that you have to take in order to pursue your chosen degree.

All University degree scheme structures and modules can be found on the University website:

http://www.aber.ac.uk/en/modules/

http://www.aber.ac.uk/en/study-schemes/

Most, but not all modules are either 10 credits or 20 credits in size. You need **a total of 180 credits** to complete your degree.

Choosing Electives (if applicable)

Please note that an elective module needs a minimum amount of students to ensure their effectiveness. Elective modules will run at the discretion of the School.

Your choice of electives provides scope for deepening and broadening your education, and exploring subjects other than those core to your chosen discipline. So, depending

on personal preference and interest, you may choose to do something which relates to, or is useful for, your discipline or something completely different.

You are free to choose from the electives offered across the Aberystwyth Business School Masters programme as a whole, subject to timetable constraints and 'incompatibilities'. Please check the University lecture timetable for potential clashes. If an elective module lecture slot clashes with a core module you must choose an alternative elective. If a lecture slot clashes with a seminar or tutorial there may well be alternative times offered, please check with the administration team in reception who may be able to move you to a different time.

Change of Degree Scheme

If you want to change your degree scheme, you should discuss this with you Personal Tutor in the first instance. If you still want to proceed after that, email business-school@aber.ac.uk to request a change of scheme form.

Lectures

Attendance at all timetabled class activities (both online and in-person sessions) is compulsory. Lectures are central to the information process and usually take students systematically through the topics or issues outlined on a syllabus. There are as many different styles of lecturing as there are lecturers. Most lecturers use PowerPoint, however the content of a particular module imposes its own constraints on the way in which it can be taught. Lectures are a valuable source of information and framing of material.

Sometimes modules have names and identifiers which are very similar to those of other modules, either at the undergraduate or postgraduate level. Please make sure you attend the right lectures for your module!

On a regular basis we review attendance to see that you are fully engaging with a University education and experience. We have found there is very strong correlation between excellent examination results and regular attendance. If your attendance is poor you could be reported as an unsatisfactory student. This could lead to exclusion from the University.

Tutorials/seminars/classes

Attendance and participation in both online and in-person tutorials/seminars and classes is **compulsory.** They are an essential part of the learning process. Tutorial and seminar classes are designed to help you understand a subject and give you an opportunity to discuss it with your fellow students and tutor. It is in these groups that you can seek clarification of points made in lectures or issues that you have come across in your reading which you have not understood. You are, of course, able to see your lecturer or tutor at other specific times to discuss problems related to your work. How much you get out of tutorials depends on how much you and other students put in. Preparation is essential and below we make some suggestions regarding what you can do to help the process. Once again attendance is monitored and poor attendance will be reported.

What to do at tutorial and seminar classes

Most lecture programmes have an accompanying tutorial or seminar programme. This will be set out in the module outline and further details will be provided in the first lectures. Please check your e-mail and noticeboards for instructions about tutorials. For modules taken in other departments, you must ask the relevant module co-ordinator about their tutorial arrangements.

The following notes are for your guidance;

1. **The module outline or tutor will tell you what topic is to be discussed in each seminar**. You should prepare by doing some background reading on the topic. This reading will be of more use if you set aside some time to think about the important points or issues.

2. **You should be prepared to contribute in seminars.** The success of a seminar group, or the lack of it, depends on all its members. You should be willing to comment on the topic and on what other people say. With regard to future employment, the ability to contribute effectively to the work of a group is an important skill. In the future, you may wish to ask your tutor for an employment reference. Your contributions and performance in seminars are likely to be important in the tutor's evaluation of you.

3. **You should be willing to ask questions about points you do not understand**. It is unlikely that you are the only one. The tutor will give you an opportunity to ask questions. Please be willing to participate!

4. **If you are presenting a seminar, you have a duty to your fellow students to provide a good presentation on the assigned topic.** The tutor will indicate the length of presentation required. You should cover the main points of the relevant theories and empirical evidence and not go into too much detail. Presentational skills are important in many jobs, and seminars are a good place to improve them.

Core Textbooks

Many of your modules have a core text book associated with them and whilst these are available in the library, and often online, you may benefit from purchasing second-hand or earlier editions for consistent access during your studies.

Academic Timetable

Once you have registered, you can access your personalised on-line timetable via your student record: https://studentrecord.aber.ac.uk/en/.

Questions about individual student timetables should be referred to your academic department in the first instance: https://www.aber.ac.uk/en/timetable/departmental-timetable-officers/

Further information on locations of academic buildings and centrally timetabled teaching rooms can be found at: https://www.aber.ac.uk/en/timetable/zones/

Section D: Assessment and Feedback

Blackboard Ultra / E-Learning Resources

Blackboard Ultra is Aberystwyth's virtual learning environment (or VLE for short). It provides access to teaching and learning materials, ranging from course documents to interactive learning materials, online discussions and formative assessment by module. You will find that within ABS, Blackboard is used by all lecturers, but how they use it is unique to each one. You will have access to Blackboard once you have registered for a module and although each module is unique, at a minimum you can expect to see the

module handbook, assessment information, lecture content, structure of the course and general information (staff profiles, links to relevant policies etc).

Here is the link to Blackboard: https://blackboard.aber.ac.uk

Methods of Assessment

As well as traditional assessments (examinations and tests), one of the most common types is an essay. Other formats, and are not limited to, may include reports, case study analysis, presentations or a project. In many of your modules, the essay will be central to the learning and assessment process. Depending on the module being studied, you may also be required to do a number of exercises in addition to one or two essays but for many students it is essay writing which provides the greatest challenges and you should learn to write them convincingly and further advice on writing essays is available here: https://www.aber.ac.uk/en/media/departmental/skillshub/8tips-essaywriting.pdf

Here is some useful advice:

1. Be sure you understand the nature of the question and what it is demanded of you.

2. Plan and prepare your essay well in advance of the submission date. **Do not leave it until the last minute (or last week)**.

3. Choose five or six main points in response to the title and structure your essay around them.

4. Having read around the subject, select relevant material to illustrate your points and support your line of argument. Use the material wisely. The essay should be in your voice and not in that of a textbook or lecture notes. Remember it is the "value added" which comes from thinking for yourself which gives the essay its worth.

5. Ensure that your essay conforms to word limits and does not ramble. You should aim to write succinctly and focus on essentials. The first paragraph should be an effective, crisp introduction to your work, not an aimless outpouring.

6. Present your work neatly and correctly. **All coursework for modules taught within the School must be word-processed**.

7. **You must stick to the set deadlines**. If you do not, then you will be penalised.

8. If you have difficulties with essay writing please contact **the International English Centre** who will be happy to help you – e-mail tesol@aber.ac.uk

NB: If you have been asked to write a report please make sure that you use the appropriate format.

Coursework Submission and Deadlines

Deadlines for written work are taken very seriously by the University. Students need to manage their time responsibly so that they can submit work on time. Coursework must be submitted according to individual departmental requirements and published deadlines. Work submitted after the deadline will be awarded a zero.

Submission deadlines for taught postgraduate dissertations/projects:

For full-time candidates, the final, 60 or 120 credit element of assessment (the dissertation or equivalent depending on individual degree scheme requirements) must be completed and submitted by the following deadlines:

September starters

Academic Year	Session start date (Monday)	Deadline PGT dissertations (Friday)
2023/24	25 Sept 2023	6 Sept 2024
2024/25	23 Sept 2024	5 Sept 2025
2025/26	22 Sept 2025	4 Sept 2026

January starters

Calendar Year	Jan start date Induction week (Monday)	Deadline PGT dissertations (Friday)
2023	23 Jan 2023	5 Jan 2024

Calendar Year	Jan start date Induction week (Monday)	Deadline PGT dissertations (Friday)
2024	22 Jan 2024	3 Jan 2025
2025	20 Jan 2025	9 Jan 2026

Unless otherwise advised, all text-based, word-processed coursework should be submitted online.

Absence from Examinations

A candidate may be deemed absent with good cause from an examination or assessment because of documented illness, accident, close bereavement or on closely related compassionate grounds. The Examination Board concerned shall have discretion to decide whether, on the basis of the evidence received, a candidate has been absent with good cause. A candidate who, without good cause, has been absent from any University examination or failed to complete other forms of assessment by the required date, shall be awarded a zero mark for the assessment concerned.

Extension Requests

Students must apply for an extension if for unavoidable reasons they are unable to submit coursework on time, by completing the Coursework Deadline Extension Request Form. The request form is available from your academic department and provides detailed advice on the circumstances in which extensions may be granted, the length of extensions, and what to do if an extension is not possible or permitted.

Extension requests will need to be sent to the Department on business-school@aber.ac.uk at least three working days prior to the submission deadline. Applications must be approved by the School's Extension Officer, Dr Shafiul Azam. Failure of computer/printer etc. is **NOT** accepted as a reason for late submission. https://www.aber.ac.uk/en/abs/supporting-you/useful-links/

Special Circumstances

The University aims to assess all its students rigorously but fairly according to its regulations and approved procedures. It does however rely on students to notify it of special circumstances which may affect their performance so that it can treat all students equally and equitably. Examples of Special Circumstances include, but are not limited to: short or long-term illness, severe financial problems, major accommodation problems, bereavement or other compassionate grounds. If you do wish to let the University know of special circumstances, you must complete a Special Circumstances Form and forward it to the designated people https://www.aber.ac.uk/en/academic-registry/handbook/taught-schemes/stafflist/ in all your academic departments together with copies of the supporting evidence. Please note the University requires students to notify it of any exceptional personal circumstances which may have adversely affected their academic performance as soon as possible and in any case before the meetings of Examining Boards. Further guidance can be found in section 3.8 of the Academic Quality Handbook: https://www.aber.ac.uk/en/academic-registry/handbook/taught-schemes/.

Marking Procedures and Moderation

All examinations are subject to the University's Anonymous Marking procedure as outlined in section 3.5 of the Academic Quality Handbook, with candidates retaining anonymity until the Examination Board. At that stage, the recommendations of Special Circumstances Panels are also considered to take account of medical or other special circumstances which have been reported by students under the University's Special Circumstances Procedure (section 3.8 of the Academic Quality Handbook). A similar policy applies to written coursework, subject to exemptions approved where anonymity is impractical or undesirable.

The expectation of the UK Quality Code is that higher education institutions will have in place transparent and fair systems for marking and moderation. The University needs to be assured that robust, effective and consistent internal moderation processes are being applied in all academic departments. The details of these processes are likely to vary according to local circumstances and professional body requirements, but all academic departments work to the definitions and minimum requirements set out in the Academic Quality Handbook in applying their own internal moderation processes.

Marking Criteria

For each assessment you will be provided with specific marking criteria. Please see the module handbook on Blackboard.

Please note that examiners will have regard to the general quality of the assessed work and the final mark reflects an overall academic judgement. Work which achieves a particular grade does not necessarily display all of the characteristics listed under the criteria and, depending on the circumstances, some criteria may weigh more heavily than others (e.g., an essay that is very strong on content and critical analysis might get a good mark in spite of poor writing style).

Feedback

The University's requirement on the return of feedback on coursework is within 15 working days of the date of submission. In the event of exceptional and unavoidable delays you will be informed accordingly and given an amended timescale for the return of the assessment concerned.

The University operates the following Principles of Effective Feedback to students:

(i) Feedback should be transparent, enabling students to understand it and relate it to assessment criteria;

(ii) Feedback should help students identify areas of strength and where they need to improve;

(iii) Feedback should be proportionate and appropriate to the type of assessment, its timing, and the size of class;

(iv) Students should have clear and accessible information on the types of assessment and the nature and timing of the feedback they will receive associated with each type of assessment;

(v) Students have the right to seek clarification of marks, to help them understand what they did well and less well and how they might improve.

One of the things you may need to get used to is that you will probably get less frequent feedback on your progress than you have been accustomed to at earlier stages in your education. However, you will of course get marks and comments on your coursework,

within 15 working days of the date of submission which can be accessed via Turnitin. When you submit your coursework the date when the feedback is released will be highlighted. Discussion in tutorials and with other students can also give you a feel for how you are getting on. You are encouraged to contact teaching staff (in their office hours) to go over any problems you have with your work, and discuss your feedback with the module coordinator.

External Examiners

External Examiners play a critical role in supporting the maintenance of academic standards and overseeing the assessment process. The University appoints External Examiners for all provision that leads to an Aberystwyth University award.

External Examiners ensure that assessments have been carried out fairly and consistently and that standards are in line with other UK higher education institutions and/or with relevant professional body standards. The External Examiner(s) undertake a number of tasks which are outlined in section 5 of the Academic Quality Handbook, External Examining: https://www.aber.ac.uk/en/academic-registry/handbook/ext-exam/. These include approving assessments compiled by Internal Examiners, reviewing a sample of assessment material, reviewing a sample of assessed work and approving the recommendations made by the Examination Board. External Examiner(s) also provide a written report on the assessment process and on the standards of student attainment which are published on the departmental modules on AberLearn Blackbord. External Examiners' reports are considered by the University and the Academic Board has oversight of the reports and external examining process as a whole.

The names of External Examiners are published under the 'staff profiles' section of academic department webpages. Annual Reports by External Examiners, with responses, are published on Blackboard and made available to students.

External Examiners are required to remain impartial at all times, and do not make selective adjustments to the marks of individual students. Students should not contact External Examiners, and clarification on provisional assessment marks should be sought through the academic department's standard feedback procedures, or through the University's appeal procedures after the confirmation of the final module mark.

Unacceptable Academic Practice

Please read the following information very carefully as you need to familiarise yourself with the concept of Unacceptable Academic Practice (UAP). This varies from country to country, so it could be that you are unused to these expectations. This could have serious consequences, so please note the following. It is Unacceptable Academic Practice to commit any act whereby a person may obtain, for themselves or for another, an unpermitted advantage. The Regulation shall apply, and a student may be found to have committed Unacceptable Academic Practice, regardless of a student's intention and the outcome of the act, and whether the student acts alone or in conjunction with another/others. Any action or actions shall be deemed to fall within this definition, whether occurring during, or in relation to, a formal examination, a piece of coursework, the presentation of medical or other evidence to Examination Boards, or any form of assessment undertaken in pursuit of a University qualification or award.

The University recognises the following categories of Unacceptable Academic Practice. These are not exhaustive, and other cases may fall within the general definition of Unacceptable Academic Practice:

- **Plagiarism:** using another person's work and presenting it as one's own, whether intentionally or unintentionally. Examples of plagiarism include:
    - Use of quotation without the use of quotation marks
    - copying another person's work
    - unacknowledged translation of another person's work
    - paraphrasing or adapting another person's work without due acknowledgment
    - unacknowledged use of material downloaded from the internet
    - use of material obtained from essay banks or similar agencies
    - presenting work generated by AI as if it were your own.

Collusion: when work that has been undertaken by or with others is submitted and passed off as solely the work of one person.

Fabrication of evidence or data: Fabrication of evidence or data and/or use of such evidence or data in assessed work include making false claims to have carried out experiments, observations, interviews or other forms of data collection and analysis. Fabrication of evidence or data and/or use of such evidence or data also include presenting false or falsified evidence of special circumstances.

Unacceptable Academic Practice in formal examinations: introduction of unauthorised material; copying from, or communicating with, any other person; communicating electronically with any other person; impersonating an examination candidate or allowing oneself to be impersonated; presenting an examination script as one's own work when the script includes material produced by unauthorised means.

Recycling of data or text: recycling of data or text in more than one assessment when it is explicitly not permitted by the department. **Students should check module handbooks for further details.**

The full Regulation on Unacceptable Academic Practice can be found in Part B of the Academic Quality Handbook (https://www.aber.ac.uk/en/academic-registry/handbook/regulations/uap/) with further information in section 3.6 of the Academic Quality Handbook: Academic Practice: https://www.aber.ac.uk/en/academic-registry/handbook/taught-schemes/

If Unacceptable Academic Practice is substantiated, the consequences can be severe, and could potentially affect progression to the next year of study or final award of a degree. Penalties are applied in accordance with a points-based system: https://www.aber.ac.uk/en/academic-registry/handbook/taught-schemes/uap-points/

Further information regarding good academic practice and referencing can be found here: https://www.aber.ac.uk/en/aberskills/. If you are unsure, you must contact your academic department for further guidance.

Referencing and Plagiarism Guide & Quiz: https://libguides.aber.ac.uk/referencing

The Guide & Quiz covers what constitutes plagiarism, the consequences following the discovery of plagiarism, and detailed explanation of the different referencing styles used by all AU teaching departments. Ideally new students would complete the quiz before submitting their first assignment.

Academic Practice and study support

Libraries

There are two libraries providing a variety of flexible study and computer spaces for groups and individual study. The Hugh Owen Library (https://www.aber.ac.uk/en/is/library-services/hughowen/) is open 24-hours each day during term-times. Books and journal collections for humanities, life sciences, social sciences, education, veterinary science, nursing, rural studies and Welsh subjects are held here. The Physical Sciences Library (https://www.aber.ac.uk/en/is/library-services/physicalscience/studyspaces/) provides books and journals to support physics, mathematics and computer science subjects.

Library opening hours can be found here: https://www.aber.ac.uk/en/is/about/opening-hours/

Subject support

Dedicated library staff support your learning and study with information skills training, subject-specific support, online reading lists, and with helping you identify and locate information sources for your 1st assignment through to your final year dissertation.

Collections of electronic journals, databases and e-books are available to you 24/7 on and off-campus through Primo, the library catalogue: https://primo.aber.ac.uk/discovery/search?vid=44WHELF_ABW:44WHELF_ABW_VU1

Book an online or in-person appointment with your Subject Librarian: https://www.aber.ac.uk/en/is/library-services/librarians/.

Help is available via Teams, online chat, email, phone and in person: https://www.aber.ac.uk/en/is/help/contactus/

Study guides and skills training

LibGuides (https://libguides.aber.ac.uk/home) - a range of study guides on Library resources and information skills covering:

- Getting started in the library

- LibGuides for my subject

- Referencing and Plagairism Awareness

- Copyright

- Employability

- Finding and Managing Information for your Dissertation

- Keeping up to date in your topic area

- News and Media

- Primo: using the library catalogue

- Generative AI

Online, self paced and in person training sessions are available for all students, covering academic, information and digital skills https://www.aber.ac.uk/en/is/training/

Skills for Learning

SgiliauAber/AberSkills is an extensive online resource open to all students and staff of Aberystwyth University. It includes advice and guidance on a broad range of study skills. The advice is organised in sections that are closely related to assignments, exams and other forms of assessment. The information is provided at general and subject specific levels and includes advice and materials created within the university and from elsewhere. The advice includes practical guidance on academic writing, referencing, presentations, exams and a wide range of learning strategies and study resources. It is accessible from the Institution page in Blackboard, or directly from the following web pages: https://www.aber.ac.uk/en/aberskills.

Digital skills

Students have access to numerous resources to support them in developing a broad range of digital skills. The Digital Skills Library (https://www.aber.ac.uk/en/is/library-services/digital-capabilities/developyourdigitalskills/digitalskillslibrarystudents/) contains six collections of resources to help students make the most of technology; from mastering familiar software such as Excel, to utilising digital tools for personal wellbeing. All students also have free access to LinkedIn Learning (https://www.aber.ac.uk/en/is/library-services/digital-capabilities/linkedin-learning/), an online learning platform with over 16,000 expert-led courses, enabling them to develop a range of skills, and the Digital Skills Collections in LinkedIn Learning

(https://www.aber.ac.uk/en/is/library-services/digital-capabilities/developyourdigitalskills/linkedinlearningdigitalskillscollectionsstudents/) will be valuable for students who are particularly interested in developing their digital skills.

ABS schemes and skills

We readily recognise that in making our commitment to offering you a quality education, we are committing ourselves to much more than imparting academic knowledge. We are indeed committing ourselves to adding to your knowledge of your chosen discipline but just as importantly we undertake to facilitate the development of your transferable skills: skills that can be put to effective use outside the confines of academic study which will undoubtedly increase your attractiveness to employers. Skills and personal attributes such as the ability to communicate clearly and effectively, to be able to handle and present numerical data, and to be able to engage in problem solving are the very things that employers are looking for in potential employees.

The onus for skills development is gradually shifting away from the organisation to the individual and there exists a real need for graduates to become autonomous learners. Acquiring skills such as team working, problem solving, decision making and communicating effectively is the only way to be sure to thrive in an increasingly competitive work market.

Student Learning Support

Student Learning Support provides a range of undergraduate modules, free undergraduate and postgraduate writing and information skills courses and one-to-one consultations for writing and language support. These are open to all students in the university who are studying for degree courses. Further details are available from: https://www.aber.ac.uk/en/student-learning-support/.

The International English Centre

The International English Centre offers courses year round for university entrance (International Foundation Certificate and Pre-sessional). It also offers general English and bespoke courses for specific student groups. In addition it provides undergraduate modules in Teaching English to Speakers of Other Languages (TESOL, or TEFL). Current international students whose first language is not English can request one to one appointments for language and writing development.

Further details are available from: https://www.aber.ac.uk/en/international-english/

Section E: Progression Rules and Examination Conventions

Progression Rules and Examination Conventions

The Examination Conventions are used to determine progression between years of study on different types of award and the calculation of degree class at the end of degree schemes. The Conventions should be read in conjunction with the Academic Regulation on Academic Progress and can be found in section 4 of the Academic Quality Handbook: https://www.aber.ac.uk/en/academic-registry/handbook/exam-conventions/

The Academic Quality Handbook also contains information on the assessment of taught study schemes such as special circumstances, examinations and marking procedures.

The University may award an exit qualification where students have not acquired the credits necessary for the award of a Masters Degree. Please see relevant section of Regulations and Exam Conventions for information about postgraduate exit awards

- Postgraduate Diploma

- Postgraduate Certificate

Further information may be found in section 4.16 of the Academic Quality Handbook and in the Regulations for Module Taught Postgraduate Awards https://www.aber.ac.uk/en/academic-registry/handbook/regulations/modular-masters/

What to do if things go wrong

Resits

If you fail a module and need to resit, you will be informed by your academic department of which elements you need to resit. However, it is your responsibility to ensure that you are aware of the resit requirements so you should contact your department to ensure you have the information you need.

Further advice on resit registration is available from the Academic Registry:

Details of the format of resit assessments are provided in the module database: http://www.aber.ac.uk/en/modules/. Resits will normally involve repeating the assessments (e.g. essay, exam) which were failed at the first attempt, however, this is not always the case. Please make sure that you are aware of your resit requirements by asking your academic department if you are unsure.

Dates for assessment periods can be found at: https://www.aber.ac.uk/en/academic-registry/students/pg-issues/

Students who fail a module because of failed assessed coursework must submit the resit coursework by the appropriate deadline (or by the date of the examination in the case of a summer Supplementary resit. Note that there are some exceptions: some modules' resit requirements are 100% exam).

Students should refer to the module description for precise instructions on resit requirements, and discuss with the module co-ordinator.

Dissertation/Management Report Re-Submission Registration

Full time postgraduate students who have failed the dissertation module of their taught Master's scheme and who are eligible to re-submit can do so by completing a Postgraduate External Re-submission Form. Students who wish to resubmit the dissertation **must** complete a Postgraduate External Re-submission Registration Form. Forms will be sent to eligible students at the time the dissertation marks are released. You should contact your department for advice and the re-submission requirements. Students can either submit revised versions of the original works or do something completely new. However, if a student opts to resubmit a revised version of the failed project, the student must be advised (by the supervisor) that a significant amount of work needs to done in order for the project to pass. If feedback was given as to why the original project failed, then the student is expected to address all the issues raised in the feedback in addition to any other improvement needed for the current work to pass.

All students who are required to re-submit the dissertation are required to pay the re-submission charge. This charge is normally waived in the case of students with 'H', or 'T' resit indicators. Once registered External Re-submission Students have full Library and Computing access.

Undergraduate and Taught Postgraduate Academic Appeals Procedure

An academic appeal is defined as 'a request for a review of a decision of an academic body charged with taking decisions on student progression, assessment and awards.'

Appeals will only be considered if they are based on one or more of the following grounds and are accompanied by supporting evidence that was not available to be presented to the relevant Examining Board:

- Exceptional extenuating circumstances which had an adverse effect on the student's academic performance. Where a student could have reported exceptional circumstances to the Examining Board prior to its meeting, those circumstances cannot subsequently be cited as grounds for appeal.

- Defects or irregularities in the conduct of the assessments or in written instructions or in advice relating thereto, where a case can be established that such defects, irregularities or advice could have had an adverse effect on the student's performance.

- Evidence of prejudice, or of bias, or of inadequate assessment on the part of one or more of the examiners.

An appeal will only be considered if the student can provide good reasons why the grounds for appeal had not previously been made known to the University and/or were not made known to the relevant Examining Board.

Appeals questioning academic judgement shall not be considered.

Before making an appeal, you must read the full Undergraduate and Taught Postgraduate Academic Appeals Procedure which can be found here: https://www.aber.ac.uk/en/academic-registry/handbook/appeals/.

Advice about this Procedure may be obtained from the Academic Registry (caostaff@aber.ac.uk) or from a Student Adviser in the Students' Union (union.advice@aber.ac.uk).

Student Complaints Procedure

Aberystwyth University is committed to ensuring a high quality educational experience for all its students, supported by appropriate academic, administrative and welfare support services and facilities. However, there may be occasions when students are dissatisfied with the teaching and learning facilities, or services, provided. Aberystwyth University believes that students should be entitled to have access to an effective system for handling complaints and that they should feel able to make a complaint, secure in the knowledge that it will be fairly investigated. The University's Student Complaints Procedure can be found at: https://www.aber.ac.uk/en/academic-registry/handbook/complaints/

Section F: Student Support Services

Student Welcome Centre

The Student Welcome Centre is your one-stop shop for advice and information on a range of support. Our Welcome Desk is your first port of call for general enquiries about these services.

Further information can be found here: https://www.aber.ac.uk/en/studentservices/

Advice, Information and Money Service

The Student Advice, Information and Money Service provides information, advice, support and referral on a wide range of issues. If you are unsure about where to go for advice or assistance please contact us. No issue is too big or too small. Our service is confidential, nonjudgmental and free of charge. We have a weekday drop-in service (see website for details) or you can make an appointment with a Student Adviser by contacting the Student Welcome Desk.

The student advisers are accredited with The National Association of Student Money Advisers (NASMA) and are able to offer professional advice on money management or any issues with Student Finance. They can also give advice and guidance on any

queries relating to accommodation, academic progress, University procedures or eligibility for hardship funds.

Accessibility Service

The University welcomes applications from disabled students and those with specific learning differences, and considers them on the same academic grounds as those for other candidates. We advise you to consider, before applying, the requirements of your chosen course, identifying any elements that might present particular difficulties. We recommend that you visit the University campus and your academic department of choice to investigate the support that may be available, explore facilities and discuss specific needs.

Our Accessibility Advisers are happy to help before you apply. It is important that you contact your academic department and our advisers as early as possible as it may take time to arrange adjustments and organise support. We also recommend that you contact our Accessibility Advisers to discuss a study needs assessment and to get advice on grants, such as the Disabled Students' Allowance (DSA). Our advisers can arrange support workers, including for example, one-to-one study skills support and mentors. Individual examination arrangements may be available for students with a range of impairments including specific learning differences such as dyslexia and dyspraxia.

Our Accessibility Service also supports care leavers and can arrange support from a peer mentor for those student who are finding settling into University challenging.

Student Wellbeing Services

The Student Wellbeing Service provides advice and guidance on a range of health matters, including emotional and sexual well-being, and includes support for mental health, and counselling provision. The Student Wellbeing Service is in addition to, but not a substitute for, your own GP. Although we work closely with local GPs and hospital services to ensure that you get good care and attention when needed, it is important that you register with a local GP practice on arrival in Aberystwyth.

In addition to the services located in the Student Welcome Centre, support is also available from:

NHS 111 Wales: https://111.wales.nhs.uk/contactus/

MIND Aberystwyth: https://mindaberystwyth.org/

Mental Health Helpline for Wales: https://www.callhelpline.org.uk/

Samaritans Cymru: https://www.samaritans.org/wales/how-we-can-help/

PAPYRUS: https://www.papyrus-uk.org/

International Recruitment and Development Office

The International Office offers a comprehensive range of services to international students from organising welcome events to specialised immigration advice. Further information is available from our international pages https://www.aber.ac.uk/en/international/.

Visa and Immigration Advice

Our International Student Adviser can help with all types of study visa applications, Schengen visas for those that are travelling to Europe as well as provide information and advice on other immigration issues, email contact immigrationadvice@aber.ac.uk.

One World Week

One World Week is an annual Aberystwyth University event celebrating the diverse culture of our university. Previous celebrations have included the One World Gala Evening, with traditional dancing and music, political debates, international film afternoons and a World Fair with food and drink samples from student's home countries, with traditional menus served in our University restaurant TaMed Da. This is a student driven event held in collaboration with the Students' Union and requires your input! Meetings to organise One World Week will be held from October onwards so come and join in and make sure that your country and culture is shared by us all.

Halal provision

Our catered establishments offer a selection of hot and cold dishes that are suitable for a Halal diet. All food is clearly marked for ease of identification.

Multi-faith and prayer room spaces

There is a faith space available for prayer on the Penglais Campus, in the Faith Centre, Arts Centre.

Students' Union Advice Service

The Students' Union Advice Service offers free, confidential and independent advice to all Aberystwyth students. Students' Union Advisors are trained staff that can help you with a range of issues and specialise in providing advice and support on University processes and procedures. SU Advisors can also act as an independent advocate for you in meetings and hearings.

You can just drop in to speak to an Advisor – just ask at the Students' Union reception or head to the back offices on the ground floor or you can contact us online or via email: union.advice@aber.ac.uk. Check out https://www.abersu.co.uk/advice/ for more information.

Help and Assistance with Accommodation

If you have any problems in your room or flat, e.g. you are locked out, are unwell, need a repair or have a problem with a neighbour, we have staff on hand 24 hours a day to help. All Residences are served by the Residences Team, and you can also contact our friendly porters out of office hours. For more information please refer to the following webpages: https://www.aber.ac.uk/en/accommodation/current-students/living-residences/help/

Residence Assistants

Your Residence Assistants (RAs) are fellow students who are here to provide you with support and guidance, while aiming to create a positive living and learning environment and to foster a sense of community across the university. This may include guidance on resolving flat disputes, how to combat exam stress, information on events and activities around the area, or simply where to find the best cup of tea in Aber! If they can't help, they will signpost you to someone who can.

Throughout the year, the RA team will be arranging small-scale events in the communal spaces around your accommodation, giving you the opportunity to meet new people and perhaps try something new. They will also stop by your flat or house regularly to

see how things are going, provide you with up-to-date information on all the events and activities that are going on around campus and within your residence, and check if you have any worries or concerns that they can help with. Further information can be found here: https://www.aber.ac.uk/en/accommodation/current-students/living-residences/res-support/

Section G: University Information

Postgraduate

Comprehensive information for postgraduate students can be found here: https://www.aber.ac.uk/en/academic-registry/students/pg-issues/ and includes:

- Examination and Assessments Information

- Resit Information and Resit Fees

- Registration Information

- Financial Help

- Rules and Regulations

- Academic Quality Handbook

Enjoy your time at Aber and good luck with your studies.