

WELCOME

THE 3RD PRINCIPAL MEETING dated 13-11-2022

Dear Students,

The following are some of the essential key points that you need to know. They contain largely the rules and regulations of EBS and EAIM pertaining to your studies for the HWU-EBS MBA programme. They are not exhaustive and are not intended to replace the EBS and EAIM Student Handbooks. It is imperative that all students familiarise themselves with these handbooks.

1. Student Handbook

- All students are expected to have the EBS Student Handbook for MBA/MSc Programme and the EAIM Student Handbook upon enrolment
- As part of the matriculation process, you are to familiarise yourself with the Handbook.
- It is your responsibility to read and understand the contents of the Handbook and use it as a resource throughout your studies

2. Registration and Matriculation (入学证明) Process

- All students are required to matriculate formally as a student of the Heriot Watt University (HWU). Matriculation is the formal process of enrolment with the University.
- To be eligible for matriculation for the MBA programme, you are required to have:
 - A first or second class honours degree of HWU or any other university recognised by HWU; or
 - Non-degree holders, you need to pass 3 courses (modules) and one of which must be a core module before you can be formally matriculated.
 - If you are not eligible to matriculate, your Student Registration Form will be held on file by HWU, and you will be matriculated automatically when you passed 3 courses/modules (one of which must be a core module).
- **Language Requirements:**
 - IELTS 6.5 or its Equivalent for EBS MBA (English) programme;
 - IELTS 5.0 or its Equivalent for the EBS MBA (Chinese) programme.
 - Those who do not meet the English language pre-requisite are required to take a Placement Test conducted by EAIM.
 - Students who failed the Placement Test are to attend a 2 to 5 month of English language immersion course.
 - At the end of the English Language course, students are required to take another Placement Test. Students who meet the language requirement will be admitted into the Programme. Those who failed to meet the language requirement will not be admitted into the Programme.
 - Students who intend to study the EBS MBA (Chinese) programme are required to have a Chinese language proficiency at High School level.

- **Minimum Age**
 - 22 years old

- **Working Experience:**
 - At least 2 years of relevant working experience for both Degree graduates and non-degree (diploma) graduates

- **Application**
 - Students applying to study the EBS MBA programme offered and delivered by EAIM will receive an EAIM Student Application Form and an EBS Student Registration Form. These forms must be duly filled and submitted to EAIM together with all academic and supporting documents which must be notarised.
 - Students will be approved for admission into the programme by EAIM if they have satisfied all the entry requirements
 - Students admission into the programme is also subject to Singapore ICA approval for STP and the university's final approval.

- **Commencement**
 - Upon commencement of the programme, each student is allocated a Student Identification Number (SID) (爱丁堡学生证号码) and a Registration Number (爱丁堡注册号码) by EBS. These numbers are unique to you and will remain throughout your studies. You should use your SID for all communication with EBS and EAIM.
 - The first time you logon to your EBS student portal, you should use your SID as your username and your full Registration Number as your password. You will then be asked to set a new password of your choice.
 - You can change your password at any time in the My Account section of the Student Portal. If you forget your EBS SID or your EBS password, you should follow the onscreen instructions on the Student Portal login page.
 - You will be issued with an electronic ID card, bearing your photograph, EBS Registration Number, and personal data.

- **Contact Details**
 - It is essential that the EBS and EAIM are kept informed of any changes to your contact details, particularly your email and address.
 - It is your responsibility to ensure that you keep us informed of your contact information.

3. Resumption of face-to-face Studies on Campus

- From December 2021 Intake, all students will resume the full-time studies face-to-face and/or blended studies in Singapore (恢复在新加坡全日制与面对面授课) (在新加坡工作人员可有在新加坡上混合课)
- Blended Learning is having the option of home-based study or on-campus with the same lecturers teaching at the same time (real-time). 混合式学习是与校园内的学生同时学习，同时由同一位讲师授课- (实时在线)。

- All students who attend class on campus for their studies will have their attendance taken daily physically on campus, while those on home-based learning mode will have their attendance taken via Zoom Attendance.
- 90% attendance is required by the Singapore Immigration (ICA) for International students and 75% is required of Part-time students.
- ICA has the rights to cancel your student pass if 90% attendance is not obtained. In this instance, we will treat it as a voluntary withdrawal from the programme. There shall be no refund of course fee from EAIM.

4. Duration of Study

- From May 2022 intake, the duration of the EBS MBA programme is change from 12 months to a 16-month programme. The programme is full-time, face-to-face programme. International students will have come to Singapore for their studies.
- The Student Pass period will cover the entire duration of their studies and including the last semester examination. At the end of the last semester examination and/or the expiry of student pass period, students will have to return to their home country.
- While in their home country, students will register for their outstanding re-sit courses with EBS directly. Students will take the re-sit examination at the test centres in their home country made available by EBS.
- In the event that there is no test centre in the student's home country, students will have to inform EAIM and EBS to register for their re-sit. They will have to come to Singapore for their re-sit examination.
- Students should be aware that some modules/courses may be phased out. You should constantly check the availability of courses and examinations.
- The last examination for the 1st generation courses/modules is in December 2022 and the last re-sit examination is scheduled for Apr/May 2023 examination diet. Thereafter, the 1st generation modules will be phased out entirely. Students will not be able to retake the 1st generation modules after the Apr/May 2023 examination diet.

5. Examination Sessions

- There will be three examination sessions in Academic Year 22/23, December, Apr/May and August

6. Examination format before COVID-19

- 3-hour essay-based examination for each course/module
- Venue and time of examination is advised by EBS
- To pass, you must obtain at least 50% in the examination
- There is no choice given to the questions to be answered. All questions must be answered.

7. Examination Arrangements during COVID-19

- The examination is on a "Timed-Online-Coursework" format, where students have 24 hours to work through the paper and submit their answers online. Students must ensure that submissions are done within 24-hour timeline. Any late submission will be nullified by the university.

- All submissions must be type-written in a word file (not on PDF format) and not handwritten.
- It is MANDATORY that students attend the Examination Guidance courses conducted by the University and EAIM. EBS reserve the right to cancel assessment entries of course(s) should you choose not to complete this important Guidance course. Students should refer to the Student Portal to have more detailed information on the “Timed Online Coursework” Assessment Requirements and Guidance course.
- After August 2023, it is anticipated that examination may be reverted back to the pre-COVID-19 format.
- December 2022 examination will to be the last time to sit for the first-generation courses. The last re-sit opportunity for 1st generation courses will be made available in April 2023.
- No more examination will be available for the first-generation courses after the April 2023 diet and the first-generation courses will be phased out entirely.

8. Re-sit Examination

- If you failed a course/module at the first attempt, you will be permitted one further examination opportunity to re-sit the failed module. It is important that you prepare the 2nd attempt thoroughly before registering for your 2nd attempt.
- All students are strongly advised to refrain from registering for their 2nd attempts unless they are fully prepared and are confident of passing the examination. Failure of 2nd attempt may result in student not able to continue with the programme.
- A third attempt may only be granted by the University provided you have successfully passed four courses/modules.
- A third attempt may be given to students on medical grounds or other extenuating circumstances. You must submit Mitigating Circumstances Application Form along with medical certificate or other appropriate documentary evidence within five working days of an examination taking place.
- Students are only allowed to register 2 or 3 1st attempt courses/modules per examination diet based on the course schedule of EAIM. 1 additional re-sit module is allowed in each examination diet. All the 1st attempt exam registration for examination is via EAIM.

9. Academic Appeals

- There must be specific and valid reasons for a student’s Academic Appeal for e.g. in the case of allegation of collusion, you will need to provide specific reasons why you feel that it is unfair.
- Dissatisfaction with the marks given is not valid ground for appeal.
- Robust mechanisms are put in place by the University to ensure that marking standards are fair and appropriate.
- Marks awarded on appeal may be lower than the marks originally awarded.
- Marks on appeal will be the final marks, irrespective of whether it is higher or lower than the original marks.

10. Avoid Academic Misconduct. (学术不端行为)

- **Academic Misconduct**

- The University takes any breach of academic conduct very seriously and cheating in any form will not be tolerated.
- Academic misconduct is a form of cheating that occurs when a student tries to obtain an unfair academic advantage. This includes:
 - **Plagiarism** (抄袭) which involves presenting work that are copied from that of another person (whether published or not) without attributing to the original author, or the presentation of another's work as if it were his/her own. This includes copying work from fellow students, copying text from a website without acknowledgement, or simply changing a few words on an assignment, without referencing. Where a student undertakes a piece of work that involves writings, drawings, or the ideas of others, they must acknowledge each contribution through citation, quotation, and references.
 - **Collusion:** (共谋) where a student undertakes work with or for others, without acknowledgement (e.g. submits as entirely his/her own, work completed in collaboration with another person). Students should be extremely careful about lending their completed work to others.
 - **Copying:** copying the work undertaken by others. In the case of group work some level of copying is allowed but you should acknowledge the source.
 - Bringing unauthorised material (written, printed or in any other format) or equipment into an examination, for e.g. ear piece (耳机)
 - **Receiving assistance** (代考) from another candidate during an examination.
 - Removing examination stationery from an examination.
 - Failure to adhere the regulations and procedures for examinations.
- **Harvard Referencing**
 - All students should familiarise themselves with Harvard Referencing. One session will be dedicated to training students in Harvard referencing every semester.

11. Consequences of Academic Misconduct

- Any student who is found guilty of academic misconduct will be penalised. The penalties include:
 - Annulment of all examination results from the examination session which the incidence occurred.
 - Suspension or expulsion from the University

12. Student Affairs & Support

- All students are to attend face-to-face and/or blended mode classes in Singapore. Physical class and Zoom sign-in attendance will be taken by the lecturers in every session. The Singapore Immigration (ICA) requires students to achieve at least 90% attendance. In the event that student failed to obtain 90%. ICA reserved the right to cancel the student pass (STP) of the errant students.
- Since the December 2021 intake, all students must come to Singapore for their studies on campus or on home-based learning mode (blended mode).
- Students may only apply for leave of absence based on serious medical grounds certified by a government registered doctor/hospital and/or on compassionate grounds. Students will have to seek the permission of the Head of School

(HOS)/Programme Manager (PM) and complete the Student Request Form and signed by the HOS/PM and endorsed by the DAA and attached the relevant medical certificate and/or other documentary evidences.

- All leave of absence must not be longer than 21 days. Students may apply for deferment of the programme in the event that a longer leave of absence is required. Students will have to submit the Student Request Form for Leave of Absence or Deferment and signed by HOS/PM in support of the Leave and approved by the DAA.
- Any deferment may affect the availability of modules due to renewal and/or changes from one generation to another generation courses/modules.
- Semester briefing of Harvard Referencing
- 1-2 weeks pre-examination revision by lecturers and referencing of past years' papers
- Engage actively in learning, such as participating in discussion groups. Students need to be very careful to avoid collusion or copying.
- Briefing students on Assessment Requirements and Examination Guidance