



Aberystwyth University

(Mauritius Branch Campus)

Student Handbook

2015-2016

NOTE: The information in this Handbook was correct at time of print; a printed version will be available to students at the start of your studies only. It will also be made available online. Moving forward, the online version will be updated as and when required throughout the academic year to include any changes in information. Please consult the online version to ensure accuracy of information.

Dean's Welcome

As the first Dean, it is an honour and a privilege to welcome you to Aberystwyth University Mauritius. I am an Aberystwyth University alumnus myself, which makes bringing the oldest University in Wales to the beautiful island of Mauritius, all the more special.

The educational philosophy at AUM will be guided by Aberystwyth University's motto, which has been held close by all 'Aber' alumni since 1872:

Nid byd, byd heb wybodaeth – A world without knowledge is no world at all.

At AUM we will honour that motto and add to it a uniquely 'Mauritian' twist. Your acquisition of knowledge and the development of academic and practical skills will be facilitated through high quality and innovative approaches to learning and teaching. With a combination of Aberystwyth, international and local faculty supporting your studies, I am confident that you will enjoy an exceptional student experience.

In the course of the campus' development we have enjoyed incredible support from the Mauritian government, Mauritian businesses, local community and our fantastic Mauritian alumni. A cornerstone of AUM activity will be the continued development of close relationships with all sectors in order to contribute to the local community and provide our students with 'real-world' opportunities to develop their professional skills and employability.

I look forward to welcoming our new students to AUM. In the meantime, if you would like to learn more about opportunities available to you as a student, please do not hesitate to get in touch.

I look forward to meeting you at AUM!

A handwritten signature in black ink, appearing to read 'DAP', is centered on a light blue rectangular background.

Dr David Andrew Poyton

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Part A – University Information

This Handbook should be read in conjunction with the following *documentation*:

[Rules and Regulations for Students](#)
[Information for Students](#)

Hard copies of both will be provided, for reference, at the beginning of each academic year. Please note that their contents may be subject to change throughout the academic year, which will be made to the on-line versions. Students are asked to consult the on-line version to ensure accuracy of information.

1. Useful University Weblinks

You can find all the information you need regarding all aspects of University life on its website - <http://www.aber.ac.uk/mauritius> or <http://www.aber.ac.mu>

However, the following, in particular, should be noted:

- **Your Student Record:** <https://studentrecord.aber.ac.uk/en/login.php>
- **Dates of Term:** <http://www.aber.ac.mu/about-us/dates-of-term/>
- **Academic Quality and Records Office:** <http://www.aber.ac.uk/academic-quality-records-office>
- **Careers Service:**
 - At AUM:
 - At AU: <http://www.aber.ac.uk/careers>
- **Student Support:**
 - At AUM:
 - At AU: <http://www.aber.ac.uk/en/student-support/>

2. Administrative Centre and staff

The University's administrative centre is located near the main entrance on the ground floor of the campus. Here you will find a host of services such as:

- Careers and Employability Services
- Student Support
- Payment of Fees
- Submission of Assessments
- Submission of Special Circumstances forms
- General Enquiries

Your first point of contact will be Ms Deepa Heeramun, who will be happy to assist you with your enquiries.

3. Communication between Students and Staff

The main formal method of communication between the University and you is by e-mail. If you are yet to activate your Aber e-mail account please go to the web page below:

<http://www.aber.ac.uk/en/applicants/post-results/before-you-arrive/aber-card-email/>

It is vitally important that it becomes a matter of routine for you to check your Aber e-mail account

on a daily basis. If you make any arrangements (such as forwarding), which mean that your e-mail service may become unreliable, that is not an excuse for failure to respond.

In order to correspond in a business-like manner, it is important to ensure you adopt the correct tone when composing e-mails. An appropriately constructed e-mail will be more effective, and more likely to be well-received and understood by the recipient.

Please use the suggested guidelines when sending e-mails:

- Make sure you are sending the e-mail to the right person. People do not always forward wrongly directed emails onward. You may also be revealing personal information to people you do not intend to reveal it to.
- Use the subject line to describe what the email is about and keep it short, ideally less than 10 words. This draws the attention of the recipient; otherwise it may be binned or ignored. It is considered bad practice to leave the subject line blank.
- Use the main body to write your email whenever possible for your message. Do not put your message into an attachment.
- Keep it short. A shorter email is more likely to be read and understood.
- Write in paragraphs and separate them with a blank line to make the breaks easy to spot.
- The message should be written using standard rules of capitalisation and grammar. **DO NOT USE TEXTING LANGUAGE** and especially avoid the use of upper case, which can come across as 'shouting'.
- Keep it simple when it comes to formatting – use standard fonts, bold, capitalisation and underline. Italics are fine but sometimes it can be difficult for some people to read. Emphasis can always be achieved using *asterisks* or **bold** text.
- Think about the appropriate style to use before you start composing a message. If it is addressed to staff, your email should be in a formal, business style. This allows your message to be forwarded to others if necessary.

In certain cases messages for students will be left with the main office pigeon holes and letters may also be posted to your local or home address. Important information, such as exam results and advice letters are sent to your 'exam' address, so you must inform the University of changes. You can do this by visiting your on-line student record.

You should look regularly at the information displayed on the notice-boards located throughout the campus. They are used to display details of practical groups, examination timetables, vacancies for industrial placements, etc.

Social Media- *we are on Facebook:*



LIKE us on Facebook – Aberystwyth University Mauritius Branch Campus

4. Registration, Changes to Registration and Provisional registration

4.1 Registration

At the beginning of each academic year, you will be required to register with the University before you can commence your studies.

Registration in your first year begins with a discussion with academic staff about the modules you wish to take. They will advise you on your choices and will help ensure they help you meet your long term aims goals and aspirations. The remainder of the registration process will be completed on-line. Details of the process will be made available closer to the day.

It is very important that you are registered for the correct degree scheme and for the correct modules. The lecture timetable, examination timetable and monitoring of attendance all use information collected by the Academic Quality and Records Office about which modules each student is taking.

4.2 Changes to Registration

If you want to change the modules you are taking, you must speak to one of the Departmental advising team and fill in a Change of Registration Form. Usually the main office has these available, or you should be able to find one on your student record page, or follow the link for 'Change of Registration Form' at <http://www.aber.ac.uk/en/student/ug-issues/registration/changing/>

You will need to obtain a signature from the department whose module you are leaving, and from the department whose module you are moving to, and from the Department Advisor (or his/her deputy) who will help you check that your choice is consistent with your degree scheme.

There is a similar procedure if you want to change the degree scheme for which you are registered. It should be done by approaching an advisor from the department responsible for the scheme you want to change to. You must then fill in a Change of Registration form and get it signed by both departments. It is difficult after the first few weeks to change department, but we try to maintain flexibility and allow students to change their scheme within the department.

4.3 Provisional Registration

In April, students are expected to provisionally register for the modules which they hope to study during the next academic year. Prior to provisional registration, a series of sessions will be run to help familiarise you with the content of the modules on offer. It should be noted that not all modules run every year, at this time we will also provide lists of the modules to be run over the two years ahead to help you plan your choices effectively and not miss out on anything inadvertently.

5. Timetables

You will receive an individual timetable, in hard copy at the beginning of each semester. It may not include all your commitments – please pay attention to emails and other announcements about this.

In addition, the timetable for all lectures will be displayed on the TV downstairs. It is sometimes necessary to make changes to the timetable and any changes will be communicated to you via Blackboard, e-mail or on the TV screen.

6. Attendance, Academic Progress, Absence from Examinations

Studying at University is a full-time job. You are expected to work on average 40 hours a week, and sometimes more. Lectures, practicals, workshops etc. are compulsory, and attending them is why you are here.

6.1 Attendance

Attendance at lectures is strongly advised as they provide the academic structure to your modules, guidance on the direction of the module, information on reading requirements, and assistance on assessment and examination requirements. It is our experience that students who miss a significant number of their lectures fail. Copying someone else's lecture notes or obtaining a copy of the slides (if any) is a very poor substitute for attending a lecture. It is difficult to recover lost ground because lectures build upon one another.

Attendance at tutorials, practicals and workshops is, however, compulsory, as is attendance at meetings regarding final year dissertations, meetings with final year project supervisors and meetings in connection with any group projects you may be undertaking.

You should note that the attendance requirements apply to the whole of the teaching period in each semester, as well as to examination periods. In particular, students from overseas should note that difficulties in obtaining travel reservations are not an acceptable excuse for missing classes. If you have a good reason for being unable to attend classes, you should inform the General Office department *in advance*. Persistent non-attendance will contravene the conditions of your visa if you are an international student.

If illness prevents you from attending classes for more than a week, University regulations require you to present a medical certificate. Copies of this should be submitted to the General Office along with a Special Circumstances form – please read the advice.

6.2 Academic Progress

If, without good reason, you regularly miss lectures or other compulsory classes, or repeatedly fail to hand in assessed work, the department will initiate disciplinary action, in accordance with the [Academic Regulation on Academic Progress](#). This disciplinary process can lead to your being excluded from the University:

- If your overall attendance is less than 90%, then you will normally be required to meet with your year coordinator.
- If no improvement is seen then you will normally be sent to see the Dean
- If attendance still fails to improve we will start proceedings to exclude you from University.

Students with unjustified absences may be permanently excluded.

6.3 Absence from Examinations

If, without good reason, you fail to attend an examination for which you are registered, penalties apply.

If you have good reason for missing an examination, it is essential that you supply the Department Examination Board (through the QAE Manager) at the General Office with documentary evidence of the reason. This should be done before the examination if at all possible. If your absence from the examination is condoned, you will be allowed to take the examination at the next opportunity. The only reasons for missing examinations that are normally condoned are your own illness or the death of, or sudden serious illness or injury to, a close relative.

Examining Boards are required to take into account any medical or personal problems that may have affected a student's performance during the course or in the examination. Again, this can only be done if the appropriate evidence is supplied, with a Special Circumstances form, to the Examining Board before its meeting.

If you are taken ill or suffer an accident during, or before, the examination, you may be faced with the choice of taking an examination in circumstances in which you cannot do as well as normal or of not taking the examination at that time. If this is the case you should consult a member of staff – ideally your tutor, or an examination officer.

In any event, if you miss an examination, get in touch with the Quality Assurance and Enhancement Manager, Natalie Roberts at nrr@aber.ac.uk, or in person.

7. The Submission of assessments and late submission

7.1 Assignment Submission

All assignments should be submitted by the deadline provided. Written work should be submitted via Turnitin on Blackboard, no hard copies are required.

Some helpful tips to get you started with e-submission:

- If you have a chance to practice using e-submission, take it. Have a go before your first real assessment, so you know what to do when you submit your work.
- If you are planning to use your own computer to submit work:
 - Check you have a supported web browser on your computer (www.inf.aber.ac.uk/advisory/faq/636/) - if you don't, contact is@aber.ac.uk;
 - Use this computer when doing your practice submission;
 - If you encounter any problems on your own computer, you should use the university computers available in the computer lab. a number of locations across the University.
- Watch a video on how to submit: (www.inf.aber.ac.uk/advisory/faq/524/).
- Don't leave it until the last minute before submitting your work - if you are stressed and working right up to the deadline, mistakes are easier to make. Give yourself some extra time and submit your assignment early. That way, you won't risk missing the deadline.
- Follow all the instructions on screen whilst you are submitting, including details of file size, file format etc. Please use a short file name (15 characters is a good length).
- If you are using the Turnitin tool, **keep the receipt** that will come to your AU email account. Please note that for all of the e-submission tools, you can also check your receipt of submission by clicking the link where you originally submitted the assignment.
- If your tutors are using e-marking, you may be able to receive your feedback through the same link. Please check with your tutors to find out how you will receive feedback.
- If you have any problems, contact your department straightaway with details of what happened. Technical problems can be reported to bb-team@aber.ac.uk. Please take screenshots of any error messages.
- Concerned your submission has not gone through correctly? See the Failed Submission Policy: <http://nexus.aber.ac.uk/xwiki/bin/download/Main/guides+%2D+Blackboard/failed%2Dsubmission%2Dpolicy.pdf>

Please note that computer problems are not considered by the University to be special circumstances for late submission (www.aber.ac.uk/en/student/ug-issues/).

7.2 Late Submission

The University has a clear policy on the [Submission of Coursework](#)

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 to the Department according to individual departmental requirements and published deadlines.
- Work submitted after the deadline will be awarded a **zero**.
- 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 Departments 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.
- Unless otherwise advised, all text-based, word-processed coursework should be submitted online. Students should refer to the published guidance on e-submission http://www.aber.ac.uk/en/media/departmental/learningteaching/en_esubmission_faqs.pdf
- This statement applies to the submission of coursework at undergraduate and postgraduate level, but not to the submission of Master's Dissertations.

7.3 Individual Examination Arrangements

Individual Examination Agreements shall be made for those students who, for reason of medical condition, disability, or special circumstances, require them in order to be able to perform on an equal basis with other students. Students with individual requirements should read the guidance entitled "University Policy on Making Reasonable Adjustments in Respect of Examinations" which can be found at www.aber.ac.uk/en/toolkit/training-resources/resources-policies-procedures/, which explains particular arrangements which may be made for you to perform at a level playing field in examinations.

Unless individual examination arrangements have been agreed, unlike assignments, exams are usually handwritten, and the answers must be legibly written. The Examiners can either ignore illegible script or have it typed and any expense incurred will be charged to the student.

7.4 Class tests

Failure to attend a class test for whatever reason will mean that students will be awarded a mark of zero for that part of the assessment, however weighted. In Part Two, students who are absent due to medical, or adverse and unforeseen personal circumstances, may be allowed an Honours resit, in the event of overall failure in that module (see 'Special Circumstances Form' which is available on your Student Record), provided that a full explanation is given, supported (where necessary) by appropriate documentation.

8. Computer Resources

The University provides students with computer facilities in its computer lab and library. Availability is not unlimited and there may be occasions when difficulties arise. Students are asked to be understanding in such cases and to comply with any requests the department may make over the use of resources. The University takes no responsibility for the correct functioning of any equipment or software, nor for the security or integrity of any stored program or data except as required by the Data Protection Act.

Do not leave assignments until the last minute. Computer problems are not an excuse for handing in an assignment late.

8.1 Use of Personal Computers

If you own a personal computer, you will enjoy considerable advantages of flexibility and convenience. You must, however, be careful not to let these advantages turn into a disadvantage.

After the first year, some of the practical work set by the department of Computer Science requires, explicitly or implicitly, the use of UNIX; unless you become thoroughly familiar with UNIX, you may have difficulty with the practical work. If you are sensible, you can gain a lot of advantage by becoming familiar with UNIX. Not only will this make you attractive to potential employers, but it will also give you a deeper understanding of a lot of the issues in software engineering.

A second danger that can arise from using your own computer is that you become isolated. You can learn a lot from working in the company of other students and discussing your work with them. If you always sit in your room working at your PC, you will lose the opportunity for doing this.

Finally, departmental facilities are maintained and backed up by support staff. If you depend on your own private machine, your work may suffer if it malfunctions. It is your responsibility to make sure that you take adequate precautions to back up your important work.

You may use a laptop in lectures subject to the department's policy. Students can find it very helpful to be able to use laptops during lectures. Some students take lecture notes directly on their laptops, and laptops can be used to find information from the Internet in support of the lecture. However, using a laptop can be very distracting for the other students who are sitting near or behind the laptop user, and for the member of staff giving the lecture. Therefore, it is not acceptable to use a laptop for anything not directly in support of the lecture. Please be considerate when using a laptop in lectures and do not disturb others.

8.2 Printing

Information Services provides printers for students to use. You will find that, to print all the teaching, project and assignment materials you would need to budget a substantial amount for printing, especially at certain times in the semester. When you are issued with an assignment make sure you know what is to be handed in and, if that includes printed copies, in what quality.

For some assignments, you may find it cheaper to learn how to use the various facilities available for fitting more than one document page on a single side of paper ('multipaging').

A queue at the last minute is NOT an excuse for late hand-in.

8.3 Regulations for the Use of Equipment

All students are required to abide by the rules laid out by Information Services at <http://www.aber.ac.uk/en/is/regulations/>

In addition, students are expected to abide by such further conditions concerning the use of the resources as the Department may impose.

If, in the opinion of the Head of Information Services, a user's use of the resources contravenes any University rules, or is in breach of any rules promulgated by the Department, access to the resources may be summarily withdrawn from that user.

9. Supplementary and Resit Examinations

Students must read the University regulations concerning resit examinations carefully – <http://www.aber.ac.uk/en/student/ug-issues/>

Please speak to the Quality Assurance and Enhancement Manager about resit fees.

10. The Student Voice

The University takes student feedback seriously and regards it as a key component for improving services to ensure they provide a student experience of the highest standard. There are various ways in which you can give us your feedback:

10.1 Staff/Student Consultative Committee

At the beginning of each academic year, students on each degree scheme will be invited to elect a representative to the Staff Student Consultative Committee. The role of the student representatives is to liaise with fellow students and represent their views at Committee meetings. Staff on the Committee are normally represented by the Dean, Quality Assurance and Enhancement Manager, and Head of each scheme. Formal minutes of the meetings are taken and posted on the notice board and the web, and details of any actions taken as a result of the meetings are posted.

The SSCC's role is to act as a link between students and staff. This is a two-way process through which ideas, suggestions and concerns relating to teaching and learning can be discussed. If you have more immediate concerns you should raise these with the module co-ordinator, or degree scheme co-ordinator. The SSCC is essential to the continuing of the partnership between students and staff and meets three times a year.

10.2 Module Feedback Questionnaires

You will also be invited to complete a questionnaire providing feedback on each module that you study. These questionnaires provide both quantitative and qualitative data. Anonymous questionnaires are given exactly the same consideration as ones with names on them.

In the final year you will have the opportunity to complete the National Student Survey (NSS) - a national survey, which has been conducted by Ipsos MORI annually since 2005.

10.3 The Students' Union

Students will be represented by the University's Students' Council and Union on a range of matters. Information on its activities can be found at www.aber.ac.uk

11.Unacceptable Academic Practice

Unacceptable Practice includes more than just plagiarism. We have been asked to include a link to the **University's guidance on this** available with other information about rules governing examinations and assessment <http://www.aber.ac.uk/en/regulations/>

As you see, it is important to indicate clearly in your own work where you have included the work of others. In Computer Science this could include reuse of designs and programs as well as copying or quoting text. Make sure you understand how to acknowledge the work of others in all your submissions. Ignorance of how to do this is not a valid defense.

The following simple guidelines are intended to help you avoid straying from legitimate and desirable co-operation into the area of plagiarism:

- append a bibliography to your work listing all the sources you have used, including electronic;
- surround all direct quotations with inverted commas, and cite the precise source (including page numbers, or the URL and the date you accessed it if the source is on the Web) either in a footnote or in parentheses directly after the quotation;
- use quotations sparingly and make sure that the bulk of the work is in your own words;
- even if you do not use direct quotations, important ideas should still be credited;
- remember that it is your own input that gives a piece of work merit. Whatever sources you have used, the structure and presentation of the argument should be your own. Including someone else's work in your own is readily detectable because the style will be different.

Keep a sense of proportion, and exercise common sense and judgement. For example, it is not necessary to attribute to a source, statements which have passed into the public domain and become commonplace. If in doubt, make sure that you properly quote and cite material in order to avoid any suspicion that you are trying to cheat, and ask for advice if you are not sure. Guidance sessions by academic staff will be provided.

12.University Complaints Procedure

At Aberystwyth University, we welcome and encourage student feedback on all of the services provided. However, if you are dissatisfied with any aspect of our provision, we have an established Complaints procedure that will enable us to deal with your complaint efficiently and fairly. The Procedure can be found [here](#).

If you have any queries, please consult Dr Natalie Roberts, Quality Assurance and Enhancement Manager at nrr@aber.ac.uk

13.Appeals

The University has a well-established appeals procedure for students to appeal the outcome of a variety of University decisions. Please note that there are strict grounds on which appeals will be considered. The University's Appeals Procedure can be found [here](#).

If you have any queries, please consult Dr Natalie Roberts, Quality Assurance and Enhancement Manager at nrr@aber.ac.uk

14.Student Support

At Aberystwyth University we provide a range of support to students studying on our Mauritius campus. Working with you, we aim to achieve solutions for most of the challenges of student life. The support is responsive to your needs, and is confidential and non-judgemental.

You can find all the necessary information regarding our Student Support Services [here](#).

15.Personal Tutors

Each student is assigned a member of staff as a personal tutor. The main role of the personal tutor is to be the first point of contact for non-academic and/or academic matters, such as difficulties arising through illness, personal problems, financial worries, accommodation problems, difficulty with organising academic work etc. Such problems often require specialised help and your personal tutor will be able to put you in touch with specialised counsellors. Advice on academic matters can also be provided.

There may be occasions on which you would prefer to deal with someone other than your personal tutor. If this happens, you should feel free to approach any member of staff.

All new students are expected to meet with their personal tutor shortly after joining us. Your tutor will email you to advise you of the time and location of the meeting.

It is your Personal Tutor who will write your future references for job applications or for further training, so it is in your best interests to get to know your tutor and keep them informed of your progress.

Students with disabilities should make these known to the QAE Manager.

If you are unhappy with your personal tutor you should contact the QAE Manager.

16.Careers and 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. Today's employers are looking for real evidence of skills, abilities and understanding of the world of work, underpinned by actual experience and accredited learning.

You can find all the necessary information regarding our Careers and Employability Services [here](#).

17. International Students

Aberystwyth University is proud of its long history of welcoming students from all across the globe to study at its campus in Wales, and this philosophy will also be a central feature of its campus in Mauritius. A varied student body comprising of individuals from all over the world enriches and diversifies the student experience, which is at the core of AU's ability to provide a high quality learning environment.

18. Important Information:

18.1 Emergency Contact / Next of Kin

All students are required to provide details of someone who can be contacted in the event of an emergency. This information will only be used in an emergency. When you have activated your student account, please add your emergency contact details to your student record. Please ensure that the named person is aware and has agreed to give their details to the University in the event of an emergency.

Part B - Departmental Specific Information

Department of Computer Science

1. Welcome Message from the Head of Department (Aberystwyth Campus)

Computing is an ever-expanding element of the modern world that continues to grow in relevance as technology progresses. It is the foundation of many industries, such as engineering, science, travel, commerce and even the media; meaning that the knowledge gained by its study is widely applicable in the world of employment.

Developing software is a creative activity because it seeks solutions that are elegant as well as functional and re-usable. It is also about being systematic and professional so that others can have confidence that your solution is a strong one that will work consistently and reliably. As computer scientists, we understand people and organisations and work with them, and our courses place a strong emphasis on professional and personal development within the broad context of the business world. The Computer Science department at Aberystwyth has close collaborations within academia and industry, and our graduates and industrial year students are eagerly sought by employers.

Aberystwyth University's Computer Science research teams consistently produce ground-breaking research. In the REF 2014 assessments, our department was rated 1st in Wales and 11th in the UK as a whole based on research intensity. That means that you will be taught by lecturers on the forefront of Computer Science, in a department which is equipped with state-of-the-art, cutting edge technology.

We look forward to welcoming you to Aberystwyth University.

Dr Bernie Tiddeman

2. Schemes and Modules

At Aberystwyth University, Mauritius you will be studying one of the Department's most cutting edge degree schemes – BSc Computer Science. Full details of the scheme can be found [here](#). Please note that the order in which some of the modules taught at AUM may differ slightly from that at AU.

You may choose to pursue this scheme by incorporating a Year in Industry, details of which can be found [here](#).

If you have any queries regarding your scheme, please speak to your scheme lead.

3. Teaching methods

Students should note that each 10 credits should correspond to approximately 100 hours of study. This includes lectures, tutorials, practicals, assignments and independent study and review.

3.1 Formal lectures

Lectures are used to describe and explain the topics covered by the course. Lecturers will frequently use visual aids to illustrate their lectures and copies of the displayed material, or other handouts, may

be made available on the web – often on Blackboard (<http://blackboard.aber.ac.uk>) or in the Department's web space (<http://www.aber.ac.uk/~dcswww/Dept/Teaching/CourseNotes/current>) At best, the displayed material is only an outline of the lecture content and you are *strongly* advised to make your own detailed notes to supplement any material that is made available. You should follow up on each lecture by reading your notes, reading relevant sections of appropriate textbooks, and then amplifying your notes. If there are still points that you don't understand, you should make a note of them, for discussion in workshops, or with the lecturer concerned.

It is not possible to obtain high marks simply by reading lecture handouts or slides.

3.2 Tutorials

The aim of the first year tutorials, which are associated with the modules CS12020 and CS18010 or CC18010, is to promote an understanding of the course you are studying as a whole, that is, to bring together the material studied in the individual modules. These tutorials are sometimes based on articles from the professional and academic literature. Tutorials are also intended to provide the opportunity to develop personal skills that will help you in your studies and in getting a job.

Tutorials in other years are associated with specific modules (CS22120, CS39440, CHM5640, etc.) but also still serve the purpose of a place where you can ask your tutor for advice with any of your modules.

Your personal tutor is the person leading your tutorial, unless you are told otherwise.

3.3 Workshops

Workshops may be associated with individual modules, and provide an opportunity for students to seek clarification on aspects of their work. In most cases exercises will be set by the lecturer(s) to provide a focus. The purpose of a workshop is to reinforce what has been taught in lectures.

3.4 Practical Work and Advisory

Most of the early Part I modules have specific practical classes, to which students are assigned. Apart from this, practicals are normally not timetabled for individual modules, except for those with special equipment or other requirements. You will be informed of such an exception in the lectures associated with the module.

3.5 Seminars and Invited Talks

We invite speakers from other research institutions and from the business community to give talks on their field. Attendance at such talks is not compulsory, but they can provide an interesting background to your studies, or a deeper insight into a particular field. You should note that a knowledge of relevant material presented in seminars and invited talks may help you to answer examination questions well in level 3 and M modules.

4. Assessments

You will be formally assessed by a variety of means during and at the end of each module.

The precise form of assessment will vary according to the nature of the module, and are explained to you in detail at <http://www.aber.ac.uk/en/modules/>

If in any doubt, ask your module coordinator, who will be happy to clarify anything you are unsure about.

It's important to note that at University, assessment is not only about demonstrating the range and depth of your knowledge. It is also an essential part of the learning process that actively helps you develop and enhance your skills in addressing problems, formulating arguments and communicating often complex ideas clearly and persuasively. These skills are a vital part of your degree programme, and are in great demand in all areas of the world of work.

The feedback you obtain from the markers on your assessed work will help you improve these skills as you progress through your degree programme. **Staff aim to return feedback within 3 working weeks.**

4.1 Assignments and Projects

'Project' is a term reserved for larger pieces of work, specifically: the group project undertaken in the second year; the final year projects for undergraduates; and the MSc project typically undertaken during the summer following the taught part of that scheme.

'Assignments' are smaller pieces of work.

Assignments and projects are a very important part of many modules offered by the Department. They contribute to your learning and they provide some element of assessment.

The description of each individual module tells you exactly what proportion of the assessment comes from coursework. It is important to realise that, if you don't submit the coursework, you will get no marks for it; this will have a serious effect on your mark for that module as a whole. It is much better to hand in coursework that is incomplete than to hand in nothing at all.

Failure to submit coursework, just like missing an examination, may be regarded as grounds for reporting your progress as unsatisfactory, in accordance with the academic regulations on academic progress.

4.2 Worksheets

Worksheets are given primarily as learning and self assessment exercises. They may play a small part in module assessment. (If so, this will be explained in the module description).

There may be a mechanism for handing in completed worksheets or for having them "signed off" by demonstrators. Such mechanisms are designed to provide feedback to you on your progress and understanding and to provide encouragement to stay abreast of material.

The Department is anxious to strike an appropriate balance between assessed and un-assessed practical work. It is most important that you take seriously exercises such as worksheets, where you have an opportunity to develop skills and understanding without the pressures and restrictions of assessment. The Department takes a dim view of the attitude that only assessed work is worth doing.

4.3 Helping one another in coursework

You are encouraged to help one another in practicals (this does not mean doing the work for someone else), but assignments and projects are assessed on the basis that they are your own work. The department provides tutorials, workshops, practical classes, and an advisory desk to help you, in addition to members of staff. You can get help simply by asking, and will lose no marks by doing so. Conscientious students who care enough about their work to seek help often create a more favourable impression than those who stumble on in partial understanding.

We encourage students to discuss problems and ideas, but there is an important difference between students helping each other to learn and helping each other to complete their work. If you do

collaborate with someone on a piece of work, it is very important that all parties involved clearly indicate in the work submitted the extent of the collaboration.

It is regrettable that some students feel the need to copy work and attempt to pass it off as their own. Such attempts are quite easy to spot, and the Department and the University take a very serious attitude to such practices.

Assessment criteria may be found in the web Appendices to this handbook at:
<http://www.aber.ac.uk/~dcswww/Dept/Teaching/Handbook/appendices2.htm>

5. Prizes

The Department has a range of prizes that recognise outstanding student achievements each year:

1. The Glyn Emery Prize, named in honour of the founder and first head of the Computer Science Department, is awarded every year to the best first year computing student. The prize is £100.
2. The group that produces the best group project in the second year is awarded a prize.
3. A British Computer Society (BCS) prize of £150 plus a year's free BCS membership will be offered for the best project by a student in CS39440 or CC39440.
4. The PortalTech Bursary of £1000 is awarded to a final year MEng student for the best performance during their penultimate year.
5. The Best Progress prize of £50 is awarded to a student at graduation.

A number of other bodies, such as the BCS and Microsoft, offer prizes for student projects. Students have done well in these competitions in the past. Notices about the prizes will be displayed in the department and information about them circulated by e-mail.

Department of Law and Criminology

1. Welcome Message from the Head of Department (Aberystwyth Campus)

It is my great pleasure to welcome you to the Mauritius branch campus of Aberystwyth University and in particular to the Department of Law and Criminology. Your time with us will provide you with many opportunities to engage with your chosen subject and, importantly, to develop your personal and professional skills.

Being a student should be fun and you should enjoy the richness and diversity of university life. Please take advantage of what the University and the Student Union at AU have to offer and pursue the interests you may already have, or take the opportunity to develop new ones. There are many clubs and societies you can join, including some in the Department.

However, it is important that you achieve the appropriate balance between enjoying student life and studying.

From day one of your student life, you must consider yourself a professional and act in a responsible and professional way. This is important. At the end of your course, you will be seeking employment. Employers are obviously interested in your qualifications. However, they are also interested in you as a person. Are you reliable? Is your attendance good? Do you work well with other people? Would you make a good ambassador for your employer? Employers ask these questions in reference requests. To answer 'yes' to these questions, and thus improve your chances of employment, you must provide us with the evidence. I encourage you to discuss this with your personal tutor. A professional and responsible approach to your work is essential.

In my job, I have the pleasure of meeting former students in many different countries. They speak fondly of their student days in the Department and have a great affection for the place. That is always nice to hear and I hope that in the future you too will be able to share your favourite recollections of your time in the Department. You will join our existing Aberystwyth alumni in Mauritius.

I hope that you enjoy being a student at Aberystwyth University. The Department is a friendly place and is a pleasant working environment. We like to involve students in many aspects of our work and I hope that you will take the opportunity to contribute to the development of your Department.

Good luck with your studies.

Professor John Williams

2. Schemes and Modules

Teaching is split into two semesters.

- If you begin your studies in October, semester one ends in January and semester two ends in June.
- If you begin your studies in March, semester one ends in May and semester two ends in September.

Assessments may have to be submitted at any time in the semester, most examinations take place at the end of the semester in which the module is taught. Some modules span both semesters and are assessed through the year and/or examined at the end of the second semester. Re-sits are in August/September. You will be informed of all assessment dates by academic staff.

Students are REQUIRED to be in Mauritius during each semester time (weekdays only) unless they have written permission (in advance) from the Dean

- Teaching is generally organised through lectures and seminars.
- Lectures provide a basic framework to the module and it is important that you attend. They introduce the module subject matter and provide the backdrop to your independent reading and research. You are expected to attend all lectures in your modules.
- Seminars consist of small group teaching. They give you the opportunity to gain a fuller understanding of the material you have been reading, they are **compulsory** and attendance is monitored. Non-attendance can carry penalties including being reported to Dean and possibly even being excluded.

Please refer to the Departmental Policy:

www.aber.ac.uk/en/law-criminology/informationforcurrentstudents/partiundergraduates/seminarsandattendance/
www.aber.ac.uk/en/law-criminology/informationforcurrentstudents/partiundergraduates/seminarsandattendance/

In the Department modules can be identified in the following manner:

- **LA** = English Language Law modules
- **CR** = English Language Criminology modules

Your personal timetable is available via your online student record (<https://studentrecord.aber.ac.uk/en/en>). Sessions will only appear once you have registered on a module (incoming first years with optional modules or language variations will have a blank timetable until their registration is complete)

Any issues or problems regarding your **timetable**, please contact the Campus General Office. It should be noted that requested amendments to the scheduling of lectures are not generally possible. We do however, usually run multiple seminars at various times. If there is an on-going issue for you relating to your seminar group allocation, and you need to be moved permanently, she will be able to explore alternative groups with you.

If they cannot help or you have difficulties with the organisation of modules or with your degree scheme please see the Quality Assurance and Enhancement Manager

3. Assessments

Guidance on the submission of assessments can be found in The Submission of assessments and late submission, above.

3.1 Essay Extension Procedure

Extensions (of up to seven calendar days only) may be awarded in exceptional circumstances, e.g. on medical grounds, or for genuine, unforeseen personal circumstances such as illness, family problems or bereavement. Failure of computers, printers etc. will not be accepted as reasons for late submission of assessed work.

In order to request an extension the COURSEWORK DEADLINE EXTENSION REQUEST FORM must be submitted to at least 3 working days prior to the submission deadline. Decisions regarding requests will be communicated to the student within 2 working days of receipt of the request.

Retrospective requests for extensions will not be considered: in cases where the deadline is missed, students are advised to follow Special Circumstances procedures (www.aber.ac.uk/en/academic/special-circumstances/).

3.2 Penalties for Late Submission of Assessments

Deadlines for written work are taken seriously.

- Assessments must be submitted to the Department according to departmental requirements and published deadlines.
- Work submitted after the deadline will be awarded a zero mark.
- A re-sit will be allowed in Part One if the module is failed overall, but will not be allowed in Part Two.

Please note, all work which you submit as any part of an assessment or examination must be your own. Whilst you can and should use academic sources and even quote from them, you must attribute ALL ideas or information you get from anyone but yourself. Any copying from sources, or from each other, is cheating and will be dealt with severely; it may even result in your being excluded from University.

3.3 Useful Websites for Examinations and Assessments

See subsections of our Information for Current Students pages:

www.aber.ac.uk/en/law-criminology/informationforcurrentstudents/partiundergraduates
www.aber.ac.uk/en/law-criminology/informationforcurrentstudents/partiundergraduates

4. Prizes

The Department has a range of prizes that recognise outstanding student achievements each year:

4.1 Part One Prizes

1. *Elwyn Jones Law Prize* - awarded to the first year law student who through their enthusiasm, engagement in lectures and tutorials, their course work over the academic year and their involvement in wider university life has benefitted the Department and their fellow Law Students.
2. *TA Levi Prize* - awarded to the student who achieves the highest Part One average above 65%.

3. *David Lambert Prize in Constitutional Law* - awarded to the student who achieves the highest first class or 2(i) mark.
4. *Calcott Pryce Part 1 Prize* - awarded to the student who achieves the second highest average above 65%.
5. *Calcott Pryce Subject Prizes* - awarded to the student who achieves the highest first class mark in each Part One subject.
6. *Highly Commended* - awarded to the student who achieves the third highest Part One average above 65%.

4.2 Part Two Prizes

1. *Richard Ithell Memorial Prize* - awarded to the final year student who has written the best dissertation in human rights and civil liberties.
2. *Sir Samuel Evans Prize* - awarded to the final year student who achieves the highest final year average above 70%.
3. *Calcott Pryce Finals Prize* - awarded to the final year student who achieves the second highest final year average above 70%.
4. *Sweet & Maxwell Law Prize* - awarded to the final year student who achieves the highest final year average above 70%.
5. *Heather Meredydd Parry Prize* - awarded to the final year female student who achieves the highest final year average above 70%.
6. *Jane Morgan Prize* - awarded to the 2nd, 3rd or 4th year student who achieves the highest first class mark out of all the Socio-Legal field subjects.
7. *Meurig Williams Prize* - awarded to the 2nd, 3rd or 4th year student who achieves the highest first class mark out of all the dissertation modules in the Medico-Legal field.
8. *David Lambert Prize in Administrative Law* - awarded to 2nd, 3rd or 4th year student who achieves the highest mark above 65%.
9. *Open University Press Law Prize* - awarded to the 2nd year student who achieves the highest year two average above 70%.
10. *Calcott Pryce Part 2(i) Law Prize* - awarded to the 2nd year student who achieves the highest year two average above 70%.
11. *Llewefryn Davies Part 2(i) Law Prize* - awarded to the 2nd year student who achieves the second highest year two average above 70%.
12. *Calcott Pryce Dissertation Prize* - awarded to 2nd, 3rd or 4th year student who achieves the highest first class mark out of all of the dissertation modules.
13. *LexisNexis Butterworths Research Awards* - awarded to 2nd, 3rd or 4th year student who achieves the highest first class mark in each of the following Part II subjects: Dissertation 1, Dissertation 2, Criminology Dissertation 1, Criminology Dissertation 2, Empirically Based Criminology Dissertation.
14. *Calcott Pryce Part II Subject Prizes* - awarded to 2nd, 3rd or 4th year student who achieves the highest first class mark in each Part II subject.
15. *Gwobr Syr William Mars-Jones* - awarded for the best dissertation in upper second class mark or above written in the Welsh language on a legal or criminological subject by a Part 2 undergraduate. If no eligible dissertation is submitted, the prize may be awarded for the best essay awarded a first class mark written in the Welsh language on a legal or criminological subject by a Part 1 or Part 2 undergraduate.

School of Management and Business

1. Welcome Message from the Head of Department (Aberystwyth Campus)

Many Schools of Management and Business will claim that they are unique. We don't claim to be unique, but we do know we can provide you with a high class learning experience, with fantastic employment prospects, a memorable student experience and more.

Our attractive range of undergraduate programmes, in which we emphasize small group teaching, are highly regarded. They provide the core and transferable skills required to be successful in today's workplace. The quality of our teaching ensures high completion rates and market relevance which have resulted in high levels of student satisfaction and employability.

We've worked very hard over the last decade to achieve:

- A cutting edge reputation for research in Business, Management, Marketing and Economics that means we provide a holistic, up-to-date, and integrated approach to your teaching and learning...
- The creation of a full provision Business School – if you have diverse business and management interests we can provide you a whole package
- A "Vision and Mission" for all our students, to provide you with the knowledge, skills and experience to excel in the commercial world and to ensure you experience the highest levels of student experience and satisfaction whilst you study with us
- One of the lowest drop-out rates in the UK: when you choose to study with us we will ensure you reach your goals and objectives, and have a great time doing it

With best regards

Professor Michael Christie

2. Schemes and Modules

At Aberystwyth University Mauritius, you will have the opportunity to study some of the School's most popular schemes. Details of their structure and contents can be found below:

[BSc Accounting and Finance](#)

[BSc Business Finance](#)

[BSc Business and Management](#)

[BSc Business and Management with Law](#)

3. Teaching methods

3.1 Lectures

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 do take attendance registers 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.

3.2 Lecture capture/Abercast

The majority of modules within SMB are using Lecture Capture. This enables lectures to be recorded and then can be reviewed by a student at a later date, whether to revise or to revisit the lecture itself. You will find this very useful if you have had to miss a lecture due to illness for example. However you should not presume all lectures will be successfully recorded and use this as an excuse not to attend. It is there as a tool to be used 'as well as', not 'instead of'.

3.3 Blackboard

Blackboard 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 SMB, Blackboard is used by all lecturers, but how they use it is unique to each one: <https://blackboard.aber.ac.uk/webapps/portal/frameset.jsp>

3.4 Tutorials/seminars/classes

Attendance and participation in 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.

3.5 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.

4. Assessments

An important part of any private study is, of course, the library. You will find it an invaluable resource and should familiarise yourself with its system, its services and its contents as soon as you can. Assessment of your coursework and exams will depend on evidence that you have read widely about a subject. Information about University libraries can be found on <http://www.aber.ac.uk/en/is/library/>

4.1 Written work

This may take many different forms, the most common being an essay. Other formats which may be used include reports, case study analysis 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 effectively. 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 round 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 (see below). 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 are from overseas and you have difficulties with essay writing please contact the Student Support Manager.

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

4.2 Practice in dealing with over-length coursework

Students will be clearly advised regarding the word limit for assessed coursework. There are good academic reasons for stipulating a maximum length for written work, in particular for purposes of developing skills relating to concise, clear and rigorous discussion. Any coursework which exceeds the stated word-limit will automatically be penalised by an appropriate reduction of marks. In each case the reduction of marks is a matter of academic judgment according to which the marker will determine the element of unfair advantage and/or the adverse effect on the quality of the answer resulting from the excess length. Mark reduction in such cases is not a matter of using a mathematical formula (e.g. x marks deducted per y words over-length); it is based upon a judgment of how the extra length (whatever its extent) has affected the quality of the work. Some lecturers may not even mark any of the work over the word limit. The word limit for coursework applies to the main body of the answer and excludes footnote references, bibliographical listings or other appended material. However, any material which is not justifiably and appropriately placed in footnotes or elsewhere outside the main text rather than in the body of the text will be taken into account (i.e. covert use of footnotes, etc., to increase the length of the answer will be monitored).

4.3 Preparing for exams

Ensure you are familiar with what is required of you by reading the 'Students' Examination Handbook' carefully. <http://www.aber.ac.uk/en/media/departmental/agro/rulesandregs/undergraduate-examination-handbook.pdf>

If you have worked steadily for each module, exams should pose few problems. You may find the following advice obvious but useful:

1. Find out well in advance when and where the exam is going to take place. Failure to turn up for an exam without good reason (e.g. notified illness, supported by a medical note) will result in you failing the paper and may result in your being denied the opportunity of sitting a Supplementary Examination. Remember that some modules have names or identifiers which can be very similar to those of other modules, both undergraduate and postgraduate. Read the timetable carefully to make sure you attend the correct exam. Check the paper on the desk to make sure you are sitting the correct paper before you start.
2. Don't start writing straight away. Read the rubric carefully and note how many questions have to be answered. Remember that you lose marks unnecessarily if you answer too few questions.
3. Take some time to choose your questions.
4. Remember your good writing techniques.
5. Time yourself carefully. Follow any mark guidelines and, as you will be earning marks at a faster rate in the first half of an answer rather than towards the end, remember to start the next question on time allocating appropriate time to each answer.
6. Where part of the assessment is based on coursework make sure that this has been handed in by the appropriate deadline. Failure to do so will cost you marks.
7. Class tests should be approached in a similar manner to examinations. Remember that you are not allowed to take dictionaries or electronic equipment (mobile phones, PDAs, MP3 players, etc.) into examinations. Calculators are not allowed in most exams. In the few SMB modules where calculators can be used, only two types of calculator are permitted, either the Casio FX83ES or the Casio FX85ES.

5. Prizes

5.1 Sir Julian Hodge Prizes

Year One

Sir Julian Hodge Prize for First year Accounting

Year Two

Sir Julian Hodge Prize for Management Accounting

Sir Julian Hodge Prize for Financial Accounting

Sir Julian Hodge Prize for Finance

Sir Julian Hodge Prize for Advanced Topics in Accounting

Year Three

Sir Julian Hodge Prize for overall best performance in Accounting & Finance

Sir Julian Hodge Prize for Management Accounting

Sir Julian Hodge Prize for Financial Accounting

Sir Julian Hodge Prize for Finance

Sir Julian Hodge Prize for the Accounting and Finance Business Game

Sir Julian Hodge Prize for Advanced Topics in Accounting

5.2 Departmental Prizes

Year One

T Maelgwyn Davies Prize part one economics

Year Two

Bryman and Bell Prize for Business Research Methods

David Davies Prize - HR Management

Grant Thornton Prize for Auditing

Year Three

Department's Prize for the best Tourism Management Student

Department's Prize for the best Business and Management Student

Department's Prize for the best Marketing Student

Department's Prize for the best team in Marketing Case Studies

Barrie N Davies Prize- best student for Economics Statistics

Graham Rees Prize - best student for International Economics

Best of Wales Prize – for student studying in Welsh modules

Professor P N Mathur Medal

Professor L J Williams Prize - Best international student

Postgraduate

Department's Prize for the best Masters Student (Management)

Department's Prize for the best Masters Student Finance Specialist

David Davies Prize - HR Management – Postgraduate

Non-year specific

David Butler Scholarship - Mature home student over 21