

Guidelines for School of Management Staff Teaching in Singapore under a Collaborative Agreement with Kaplan Singapore



This document serves to provide guidance to School of Management staff visiting Singapore to teach on the collaborative agreement with Kaplan Singapore. It is not designed to be a fully comprehensive briefing document but rather to provide guidance on travel and other useful information for staff whilst visiting Singapore (Annexe C).

THE PROGRAMME

Courses forming a part of the BSc Management programme for our students based in Singapore under a collaborative agreement with Kaplan Higher Education Institute and Kaplan Higher Education Academy (Kaplan Singapore) will be delivered using recorded lectures downloadable from Moodle (the College VLE) and face to face delivery of workshops and/or seminars in Singapore.

The programmes, BSc Management and BSc Management with Accounting, with Marketing and with International Business, will be delivered over three academic sessions each of 26 weeks. There will be 20 weeks of teaching in each academic session with the remaining 6 weeks reserved for revision, formal examination, marking, sub- and progression boards. The students will gain direct entry to level 2 of the Management programme through completion of a programme deemed by the School's Academic Co-ordinator as equivalent to level 1. Applicants will be required to satisfy the School's English language requirement for entry to an Undergraduate degree.

Level 2 of the programme is taught over one academic session of 26 weeks. All courses will be compulsory with a pass in MN2201 Strategic Management as a progression requirement, a pass required in pathway specific courses to permit progression on the pathway and a pass in the equivalent of three units (including MN2201) for progression to level 3 of the programme. During level 2 students will also study MN1075 Study Skills and Methods as an on line course; evidence of study will be required but the course will not be formally assessed.

Level 3 is taught over two academic sessions each of 26 weeks. Students will be required to study MN3301 Modern Business in Comparative Perspective, courses specific to their chosen pathway and elective courses giving an element of choice within the programme.

Cohorts of students will be admitted on a rolling six month cycle requiring level 2 courses to be offered twice in any 12 month period. After the first intake, level 3 courses will be taught concurrently to two cohorts of students during an academic session.

Students studying in Singapore will be subject to the same Regulations, Rules, Codes and Practices that govern students on campus. They will be registered students of Royal Holloway, University of London and those successfully completing the degree programme will be awarded the same degree certificate as students studying on campus.

Courses taught

All Students who enter any programme having obtained a pass in the Kaplan Diploma in Commerce together with those students who are not able to show evidence of the completion of a similar course on study and research skills will be required to show evidence to the College of study and understanding of MN1075. Formative assessment will be included but this is zero weighted.

Programme requisite

*MN1075 Study Skills and Methods (All students will take this course via the VLE and attempt all assessments but marks do not count towards degree classification).

Academic Session 1: All courses are compulsory (taught in 6 months)

MN2201 Strategic Management (1unit) Spine course
MN2041 Managerial Accounting (1unit) Functional course
MN2061 Marketing Management (1unit) Functional course
MN2155 Asia Pacific Business (½ unit) Functional course
MN2165 The Global Economy (½ unit) Functional course

Academic Sessions 2&3 (taught across two 6-month sessions)

MN3301 Modern Business in Comparative Perspective (1 unit) Spine course
MN3035 Marketing Research (½ unit) Functional course
MN3045 International Financial Accounting (½ unit) Functional course
MN3055 Consumer Behaviour (½ unit) Functional course
MN3145 Multinational Enterprise (½ unit) Functional course
MN3215 Asia Pacific Multinationals in Europe (½ unit) Functional course
MN3225 European Business (½ unit) Functional course
MN3245 Accounting for Corporate Accountability (½ unit) Functional course
MN3345 Strategic Management Accounting (½ unit) Functional course
MN3365 Strategic Finance (½ unit) Functional course
MN3455 Advertising and Promotion in Brand Marketing (½ unit) Functional course
MN3495 Clusters, Small Business and International Competition (½ unit) Functional course
MN3555 E-Commerce (½ unit) Functional course

**All students who are not able to show evidence of the completion of a similar course on study and research skills will be required to show evidence to the College of study and understanding of MN1075. This is taken during the first academic session.*

Single Honours Degree programmes, including programmes with a Management Specialism

Academic Session 1:

All Students take: MN2201, MN2041, MN2061, MN2155, MN2165

Academic Sessions 2 & 3:

Single Honours BSc Management students take:

MN3301 plus courses to the value of 3 units from the specialist groups below (a maximum of two ½ units may be chosen from each of the following specialist groups):

Marketing: MN3035, MN3055, MN3455, MN3555

Accounting & Finance: MN3045, MN3245, MN3345, MN3365

International Business: MN3145, MN3215, MN3225, MN3495

Students on a programme with a Management Specialism take:

MN3301 plus a total of two Management units from their chosen specialism in either:

Marketing: MN3035, MN3055, MN3455, MN3555

Accounting: MN3045, MN3245, MN3345, MN3365

International Business: MN3145, MN3215, MN3225, MN3495

plus two ½ units from the remaining Management options.

Course delivery to our Singapore based students

There will be two distinct groups of students studying the programmes in Singapore and by law, they cannot be taught together in the same class. This will require two modes of delivery of the programme – daytime (also referred to as full time) and evening (also referred to as part time). We have avoided the use of the full and part time 'label' as both groups of students will be able to

complete the programme the same amount of time - 18 months (three academic sessions each of six months duration).

The 'daytime' students are likely to be under the age of 24 years and either Singapore nationals or students in Singapore on a study visa. Overseas nationals are required to be in class (either directed or self-learning) for three hours per day (15 hours per week). These students will view each recorded lecture with a local Singapore based Kaplan tutor who will also direct the seminar/workshop using material provided by the School of Management Course Co-ordinator. The School has set expected criteria with Kaplan for the appointment of local tutors. We anticipate that you will build up a working relationship with 'your' local tutor – much as you do with Visiting Tutors on campus- and you will ensure that their delivery of the course workshops/seminars fulfils our QA requirements by undertaking an annual peer review. SOM academics travelling to Singapore will provide up to 3 hrs contact time with daytime students per visit.

The 'evening' students are likely to be over the age of 24 years and Singapore nationals in employment. They will have completed a programme at FE or HE level equivalent to level 1 of our degree programme and are effectively looking to complete a 'top up' degree programme. They will view the recorded lectures in their own time and undertake personal study in preparation for an intensive series of face to face workshops/ seminars delivered by School of Management academic staff during evenings and weekends in Singapore. The number of lectures and workshops/seminars delivered for each course will be the same as for the on campus course. An intensive series of workshops/seminars will be delivered for each course which will involve 8 hours for each half unit course and 16 hours for each full unit course – the latter being delivered over two periods (i.e. two visits). Assessments involving presentations or other in-class assessments, where required, will be undertaken, as on campus, during seminars. Local Kaplan tutors may be appointed to support SOM staff in the delivery of workshops in Singapore although SOM staff must lead and be present during the entire duration of the workshops.

The School of Management Course Coordinator will be responsible for all matters relating to the provision of the course in the same way as they are on campus and the member of College Teaching Staff undertaking the teaching in Singapore is responsible for all aspects of course delivery. For some courses the two roles will be undertaken by the same person. Where the on-campus Course Coordinator and the member of College Teaching Staff undertaking the teaching in Singapore are different, it will be the responsibility of the College Teaching Staff member to liaise with the local Kaplan tutor for the daytime programme. During each visit to Singapore it is expected that up to 8 hours contact will be undertaken for each course for evening students and 3 hours contact for daytime students. Delivery of the workshop/seminar sessions to the evening cohort of students will normally take place over the weekend (4 hrs on Fri evening and 4 hrs on Saturday afternoon/evening). The contact (3 hours) with the daytime cohort is likely to take place on Friday. On occasions there will be a need to meet with prospective students, attend a Staff: Student committee meeting or peer review a local tutor. Responsibilities are outlined in Annexe A and your commitment to the programme is recognised both in the School's workload model and through the award of an honorarium.

The dates of the academic visits will be agreed with the Programme Administrator but the following table indicates the number of Singapore visits required per annum depending upon course value and level. Courses with several visits can be shared between various College Teaching Staff and this will need to be agreed with the subject groups for workload allocation purposes.

Course level	Course value	Total visits per annum for each course
Level 2 (second year courses)	Full unit	4
Level 2 (second year courses)	Half unit	2

Level 3 (final year courses)	Full unit	2
Level 3 (final year courses)	Half unit	1

Kaplan location in Singapore

Teaching will take place at 8 Wilkie Road, Level 2, Wilkie Edge, Singapore 228095 and 1 Selegie Road, Level 6, PoMo Singapore 188306. Both are easily accessible by the Singapore public transport system.

Further information is given on <http://www.kaplan.com.sg/our-location-10824/> and in Annexe B.

Whilst in Singapore

The College's agreement with Kaplan requires that the facilities they provide are only used in relation to teaching and related ancillary matters for Kaplan and you should ensure that you comply with the condition.

Similarly, your time working in Singapore as part of the transnational agreement should only be for Kaplan business and not for any other external work.

Honorarium

In recognition of your commitment to the delivery of the collaborative programme, for each visit to Singapore the School will receive a flat rate allocation of £1,000 which will form part of the School's resources. Staff can either (1) take this as taxable but non pensionable pay, or (2) place it in a personal research account when it will have to be spent within 2 years.

Staff must inform Emma McMahon by e-mail AFTER travelling to Singapore as to the option they prefer.

TRAVEL

Useful information on Travelling to Singapore is given on the [Foreign and Commonwealth Office](#) web pages.

Accommodation and travelling expenses will be paid in accordance with the current version of the college travel and subsistence policy - <http://www.rhul.ac.uk/finance/documents/pdf/travel,subsistenceandpersonalexpensespolicy.pdf>

Passports and Visas

- You must hold a valid passport to enter Singapore. Your passport must be valid for a minimum period of six months from the date of entry into Singapore.
- If you have a UK passport you do not normally need a visa to enter Singapore for up to 30 days stay for tourism, business discussions or social visits.
- If you hold a non UK passport you should check whether a visa is required and ensure that you make any necessary arrangements.

Vaccinations

Contact your GP around eight weeks before your trip to check whether you need any vaccinations or other preventive measures. Country specific information and advice is published by the [National Travel Health Network and Centre](#), and useful information about healthcare abroad, including a country-by-country guide of reciprocal health care agreements with the UK, is available from [NHS Choices](#). Cost of any necessary vaccination will be reimbursed by the College.

Vaccinations can be arranged through the College's occupational health provider. If you wish to take advantage of this you should contact your HR Manager who will make the necessary arrangements for you.

For entry into Singapore a valid yellow fever vaccination certificate is required from travellers (over one year of age) who, within the preceding six days, have been in or have passed through any country where yellow fever is endemic (most tropical African and South American countries - please see <http://www.ica.gov.sg/page.aspx?pageid=95&secid=94> for details

Medication

Healthcare in Singapore is of a high quality and expensive. You should take enough medication to cover your stay and carry it in your hand baggage. Not all UK prescribed drugs are available in Singapore and some over-the-counter medications (e.g. Ibuprofen) need a prescription.

Some prescribed and over the counter medicines available in the UK are considered controlled substances in Singapore. You must apply for prior authorisation and a permit at least ten working days before your travel date from the Singapore Health Sciences Authority in order to bring any such medication into Singapore. For medicines that do not contain a controlled substance, you may bring up to three months' supply into Singapore without prior approval, but must bring supporting documents such as a letter from your doctor or a copy of the prescription as proof that the medicines are for your personal use. For more information, please consult the [Health Sciences Authority](#) website. If you have questions please email hsa_info@hsa.gov.sg

Insurance

You will be covered by the College Travel Insurance for your visit to Singapore provided that you complete and submit an authorised staff leave of absence form prior to your visit. <http://www.rhul.ac.uk/finance/documents/pdf/insurance/insurance-loastaff-mar2012.pdf>

Flights

Flights to Singapore leave London in the evening and, with the length of the flight and time difference, arrive at [Singapore Changi International Airport](#) late afternoon/early evening the following day. Return flights leave Singapore late evening, arriving back in London early the following morning. In order to fulfil teaching commitments it is anticipated that staff will leave London on a Tuesday evening arriving into Singapore on Wed evening. Thursday would normally be taken as a free day. Teaching and meetings will normally take place on Friday and Saturday. Staff can leave Singapore on Sunday (flights are usually in the evening/late night). Staff will normally be expected to stay for a period of 4 nights.

Flights will be in Premium Economy class.

Flights must be booked following the normal School procedure.

a. If you wish to use Key Travel:

- Contact Key Travel on 0845 122 0106
- Provide personal information including passport details etc
- Key Travel will e-mail you with a few options
- **Confirm** the option you would like (this must be done otherwise the rate could change)
- Ensure you have a reservation (you will have a 6 digit item code)
- E-mail the Finance and Facilities Office (emma.mcmahon@rhul.ac.uk) with your reservation quote from Key Travel and details of cost code/budget the money is coming from, Emma will then book it for you using the College's online purchasing system P2P

- You will then receive confirmation by e-mail from Key Travel that the flight/hotel has been booked.
 - You may well receive extra documentation by e-mail from the airline/hotel which you need as proof of purchase so make sure these are printed off and taken with you.
- b. If you wish to book your own flight through the internet the following paragraph (83) from the <http://www.rhul.ac.uk/finance/documents/pdf/travel,subsistenceandpersonalexpenspolicy.pdf> applies:

For air travel the following options are available:

- Booking on the internet using price comparison websites to identify the best value
- Using one of the College's preferred travel agents, but noting that, for many journeys, a budget airline ticket booked on the internet will be cheaper
- Using an alternative travel agent, for example where there are specialist requirements, but obtaining at least one alternative quote to demonstrate that competitive prices have been obtained.

Claims will require a comparison from an alternative supplier to include the use of at least one on-line multi provider search engine.

Hotel accommodation

Hotel accommodation is plentiful in Singapore. An allowance of £200 per night has been included for accommodation in the School budget (inclusive of all taxes, charges). The [Holiday Inn Singapore Orchard City Centre](#) is only 5 minute taxi ride from the new campus on Wilkie Road. Other options closer to the Wilkie Edge Campus include the Rendezvous Hotel and the [InterContinental Singapore \(Kaplan Corporate ID: 100184664\)](#). Please note that you should only book this hotel (or any other for that matter) if the rate offered is within the above £200 budget (inclusive of all taxes and charges). Using the Kaplan Corporate ID *does not imply* that the rates will always be within budget. If you are teaching two weekends in a row then you might want to consider the following apartments. http://www.citadines.com/en/singapore/mount_sophia.html. These are within six steps of the Wilkie Edge campus building and so very convenient.

Please note that when claiming for your accommodation you will not be reimbursed for an amount greater than the daily allowance without approval of the Head of School.

Hotel accommodation should be booked in accordance with School's normal procedure:

- Hotels should generally be booked by the person travelling and claimed back on expenses.
- An alternative is to book accommodation through Key Travel.
- Accommodation can only be claimed back after the stay.

Please also be aware that if you book your accommodation with a debit card instead of a credit card, some hotels will take the funds from your account immediately to hold the booking.

Note that accommodation is not normally booked with the departmental credit card for the following reasons:

- Only reservations are made with the credit card, most hotels then want a credit card authorisation form completed which authorises use of the card on the day of check out without the card holder being present. This also clarifies exactly what can be charged to the card. This is a long winded and not always a successful procedure and quite often leads to the traveller having to pay for their accommodation when they were not expecting to.

- The amount of the room at the time of the booking can differ from the final bill due to room services, laundry charges, additional meals etc.
- As the card is only charged at the end of the stay, there is no guarantee that the departmental credit card is not at its monthly capacity and has the funds to pay for the bill.
- The credit card has a transaction limit and the bill for a long stay may exceed this limit.

The School understands that there are exceptions to the rule for hotel bookings, and Emma McMahon will make accommodation reservations on the departmental card, but this will be for exceptions only.

Application for advance funding: Accommodation bills can be quite large, so there is the opportunity to apply for an advance prior to travelling. The following procedure should be followed:

- Complete an advance request form at least 12 working days before you require the money to be credited to your account, you can request a form from Emma McMahon
- Take the advance request form directly to Emma, do not leave it in her pigeon hole. This means she can process it in a timely fashion so as to not hold the process up in central finance. The funds will then be deposited into your bank account.
- Complete an [expense claims form](#) in the normal process attaching the receipts for your stay. If the advance does not cover the final cost, then you will receive the difference in the same manner that normal expenses are paid. If the advance was for more than you spent, you will need to pay back the difference which you can do through Emma.

Subsistence

A daily subsistence allowance of £75 (inclusive of food and drink and local travel) has been included in the School budget. You should complete an [expenses claims form](#) on your return attaching receipts for all claims. We can only reimburse reasonable expenditure that is in line with College substance and travel regulations and *for which a receipt is attached to the expenses claim form*. See <http://www.rhul.ac.uk/finance/documents/pdf/travel,subsistenceandpersonalexpensespolicy.pdf>

Emergency contacts

Please make sure that you leave details with Sarah Ainsworth of how the School can contact you should an emergency occur whilst you are out of the UK. It is good practice for you also to supply details of an emergency contact in the UK whilst you are travelling.

Useful contacts

RHUL contacts:

Programme Director:

Isabella Chaney : i.chaney@rhul.ac.uk : +44 1784 443666

Programme Administrator:

Marianne Bowyer : marianne.bowyer@rhul.ac.uk : +44 1784 414653

Finance and Facilities:

Emma McMahon : emma.mcmahon@rhul.ac.uk : +44 1784 443189

Lindsay Gomes : lindsay.gomes@rhul.ac.uk : +44 1784 414057

School Secretary

Sarah Ainsworth : sarah.ainsworth@rhul.ac.uk : +44 1784 276125

Kaplan Singapore contact:

Program Management Executives:

Christopher Ong Eng Seng : EngSeng.Ong@kaplan.com : +65 6411 4515

Jaslin Ting Hsueh Hua : Jaslin.Ting@kaplan.com : +65 6309 5767

Others:

The British High Commission in Singapore,
100 Tanglin Road,
Singapore 247919

<http://ukinsingapore.fco.gov.uk/en/> :

☎ (+65) 6424 4200

Office hours: Monday – Friday 08:30-13:00 / 14:00-17:00 (Local time)

Singapore Police

http://www.spf.gov.sg/contactus/contactus_index.htm

Emergency number: ☎ 999

Neighbourhood Police Centres are open 24 hours a day;

Neighbourhood Police Posts are open from 12pm to 10pm

Annexe A: Responsibilities

Course Coordinator

- To provide teaching, study and assessment material in line with the agreed course specification for the delivery of the course unit in Singapore;
- To provide a comprehensive course outline that lists lectures, workshops, relevant materials to be used, reading lists, assessments for the course, relevant marking criteria for assessments etc for use by the Singapore based students;
- To ensure that each lecture delivered for the course is made available using Panopto* and to provide a short video introduction to the course in video format;
- To prepare, and present for scrutiny, examination papers for the students studying the course unit in Singapore;
- To ensure that all course assessments and examination scripts are marked and moderated within the required timeframe. Marking can be shared as with on-campus courses within subject groups.

*Panopto captures a Powerpoint presentation together with the audio delivery

College Teaching Staff

This may be either the Course Coordinator or another member of the teaching staff in the School of Management delegated to undertake the teaching of the course unit in Singapore. It is expected that up to 8 hours contact will be undertaken for each course for evening students and 3 hours contact for daytime students during each visit to Singapore. A full Unit course will involve two visits during an Academic session and a half Unit one visit.

- To undertake delivery, in Singapore to students studying on the part-time (evening) programme, of an intensive series of workshops using the teaching and study material provided by the Course Coordinator;
- To undertake course assessments in Singapore if required;
- To have contact with the students studying on the full-time (day time) programme through delivery of a workshop or master class or, by undertaking assessment of a presentation or equivalent;
- To liaise regularly with the local Kaplan tutor delivering the course unit to students studying on the full-time (daytime) delivery and to meet with the tutor during each visit to Singapore;
- To ensure that the local Kaplan tutor has access to the required teaching and study material - this will require liaison with the on-campus Course Coordinator;
- To undertake an annual peer review of the local Kaplan tutor for College Quality Assurance purposes;
- To be involved in a meeting of the Student:Staff committee;
- To be available, if needed, for a short 'preview' session for prospective students and to provide a 10-15 minute overview of the College and/or a short academic lecture on a theme of interest to prospective students. Such preview sessions may be held occasionally and should normally last no more than an hour.

Annexe B: Kaplan Singapore – location

Wilkie Edge

8 Wilkie Road, Level 2, Wilkie Edge, Singapore 228095



GETTING TO KAPLAN CITY CAMPUS WILKIE EDGE

By bus

Bus Stop 1:

64, 65, 131, 139, 147, 166, 857

NightOwl Services: 1N, 2N, 3N, 4N, 5N, 6N

NightRider Services: NR6

Bus Stop 2:

56, 64, 65, 131, 139, 147, 166, 640, 857

NightOwl Services: 1N, 2N, 3N, 4N, 5N, 6N

NightRider Services: NR6

By train

The nearest MRT Stations are:

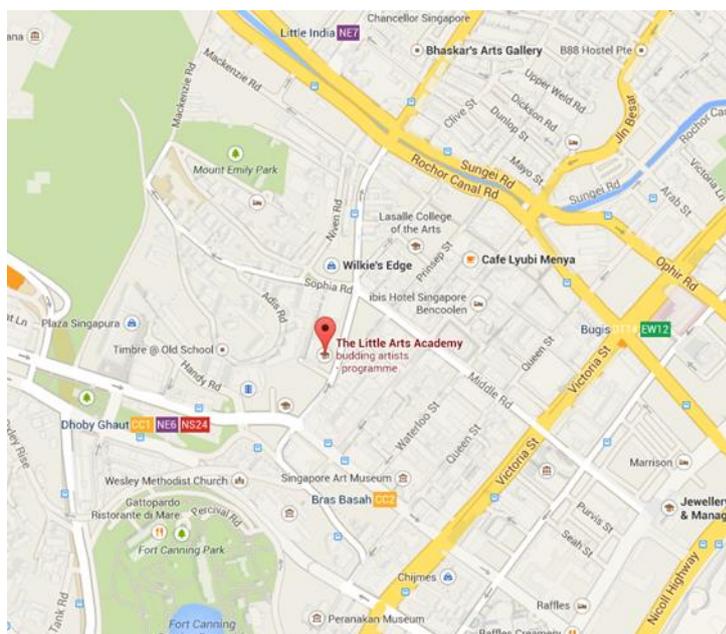
NE7 - Little India Station

Take Exit A and walk towards Niven Road

NS24 - Dhoby Ghaut Station

Take Exit A and walk towards Selegie Road

POMO



By Bus:

Bus Stop No: 08079 / 07011

Bus Services: 1N, 2N, 3N, 4N, 5N, 6N,
64, 65, 131, 139, 147, 166, 857

(Alight in front of School of The Arts or
Peace Centre)

By Train:

The nearest MRT Station is: NS24 –
Dhoby Ghaut Station Take Exit A and
walk towards Selegie Road

Annexe C: Other information that may be useful

Many staff members are frequent travellers to SE Asia but for the benefit of those new to this part of the world some useful information is included below.

Useful web sites

City guide and travel tips:

http://www.worldexecutive.com/locations/asia_pacific/singapore/singapore/

Culture: <http://www.singaporeexpats.com/about-singapore/about-singapore.htm>

Etiquette: <http://kwintessential.co.uk/resources/global-etiquette/singapore.html>
http://www.ediplomat.com/np/cultural_etiquette/ce_sg.htm

Transport: <http://www.smrt.com.sg/Home.aspx>

Singapore weather

Like most of Southeast Asia, Singapore is generally hot and humid. Singapore has a tropical rainforest climate with no distinctive seasons, uniform temperature and pressure, high humidity, and abundant rainfall. It is therefore warm and humid year round, with the temperature almost never dropping below 20°C (68°F), even at night, and usually climbing to 30°C (86°F) during the day. Humidity is high, mounting over a 75% mark.

November and December is the rainy season. April and May are the hottest months with the wetter rainy season from November to January. Most buildings are air-conditioned (to the point that you may want to take a sweater), and pains are taken to make everything as comfortable as can be, all things considered. When it does rain, it's generally only for a short period but it is recommended that you always take an umbrella.

Singapore time

Singapore follows time zone GMT +8, one hour of its geographical location. The best time for communication with the UK is after 4pm Singapore Time (SGT) i.e. after 9am BST or 8am GMT.

Singapore currency

The currency is the Singapore Dollar (SGD) with 100 cents to a dollar. As a rule of thumb conversion there are approximate 2SGD to £1. Most major credit cards are accepted and there are plenty of ATMs.

Smoking

Smoking is not allowed in public buses, taxis, lifts, theatres, cinemas, government offices, and in air-conditioned restaurants and shopping centres. First-time offenders face a maximum fine of SGD1000. Smoking is allowed in air-conditioned pubs, discos, karaoke bars and nightspots.

Any unopened packets of cigarettes must be declared on entry to Singapore and you will be required to pay duty on them.

Litter and Chewing Gum

Throwing litter on the ground in Singapore will incur a SGD1000 fine and a 'community work order'. Chewing gum is banned in Singapore under the *Regulation of Imports and Exports (Chewing Gum) Regulations*. Bringing chewing gum into Singapore, even small quantities for personal use, is prohibited.