

Online study guide



A guide to Online Learning
at RGU

Online courses

Visit our 'Find a course' page and check the Online Learning box
www.rgu.ac.uk/study/courses

Architecture, Construction & Surveying

MSc Commercial Practice for the Energy Sectors

MSc Construction Project Management

Engineering

MSc Asset Integrity Management

MSc Drilling and Well Engineering

MSc Engineering

MSc Oil and Gas Engineering

MSc Offshore Oil and Gas Engineering

MSc Petroleum Production Engineering

MSc Subsea Engineering

Business, Management & Accounting

MSc Accounting and Finance – Professional Top Up

BSc Accounting with CIMA

Graduate Certificate Management Studies

Graduate Certificate Project Management

MSc Health, Safety and Risk Management

MSc Human Resource Management

MSc International Business

MSc Management

MBA Master of Business Administration

MBA Oil and Gas Management

MSc Project Management

MSc Purchasing and Supply Chain Management

MSc Quality Management

BA (Hons) Business Management*

Law

LLB Law

LLM Law

LLM Construction Law and Arbitration

LLM Employment Law and Practice

LLM Oil and Gas Law

LLM (online) Law

Information, Communication & Media

MSc Corporate Communication and Public Affairs

Graduate Certificate Information Studies

Graduate Certificate Petroleum Data Management

MSc Information and Library Studies

MSc Information Management

Pharmacy & Life Sciences

MSc Clinical Pharmacy Practice

Pharmacist Independent Prescribing*

Health Sciences

MSc/PG Dip/PG Cert Health Sciences (Framework)

MSc Public Health and Health Promotion

PgCert Diagnostic Image Reporting*

Social Work & Social Sciences

BA (Hons) Social Work*

BA Residential Child Care*

MSc Applied Psychology

MSc Corporate Social Responsibility

PgCert Mental Health Officer Award

Nursing & Midwifery

MSc Advanced Nursing Practice*

BSc/DipHE/CertHE Paramedic Practice:

Remote and Hazardous Environments*

PgCert Learning, Teaching and Assessment (Nursing and Midwifery)*

BSc Occupational Health

* Courses will require a short period of attendance on campus. Please check individual course pages our website.

Online learning

Flexible study that fits in with your busy life*

If you are unable to attend classes on campus, online learning is an ideal way to gain a qualification.

You can study online from any location throughout the world, at a time and place that's flexible and convenient for you.

We recognise that flexible learning can be challenging at times and we aim to provide a solid network of support to all students.

We continually update and review our online learning programmes to ensure that they meet the needs of both students and employers and have very close connections as a University with industry and practitioners.

We also have a dedicated team who work on e-learning tools and who respond to new technological developments and seek student feedback to evaluate existing systems.

Our online learning courses are delivered online through Campus Moodle, the University's Virtual Learning Environment.

CampusMoodle is the University's virtual learning environment (VLE). It is a valuable resource for on and off campus students that can be accessed from any computer as long as there is an internet connection.

You will have access to teaching materials including lecture notes and course guides, and you will be able to interact with lecturers and other students.

* We try to offer courses that are as flexible as possible however in some cases it is not always possible to do so. There will be coursework that must be submitted by a set deadline. Some courses will also require mandatory attendance to weekly tutorials at fixed times, GMT. Examinations must be attended on campus in person at set times and dates.

What is online learning?

You don't have to be in Aberdeen to study for one of our degrees. Many of our courses are flexible and available online.

Study online through Campus Moodle, our virtual learning environment, and interact with lecturers and fellow students from around the world.

The online learning mode of delivery has study material divided into learning topics that directly reflect the taught syllabus.

A team-centred model is used where the online tutor engages with teams and individuals through discussion forums, group email, virtual tutorial/chat rooms and confidential email.

All online learners must have:

- **Good internet access**
- **Microsoft Office**

Although our online learning mode provides flexibility as to where and when students study, our delivery model does not permit full flexibility and pace is controlled to enable membership of a student cohort – an approach that our experience shows enhances student success and experience.

All study materials are available on Campus Moodle. These may include:

- Study topics and activities as well as some audio/video materials which provide the equivalent content of lectures for an on-campus student
- Live discussion forums and team areas for group study
- Presentations equivalent to full-time on-campus classes
- Access to a bank of online library and e-book resources
- Recorded lectures with downloadable content
- List of relevant articles, podcasts and book references that supplement the learning
- Live tutorials via Blackboard Collaborate Ultra

Each module has its own discussion forum on Campus Moodle for use by the students and tutors as well as its own homepage.



As an online student, for the majority of our courses, you are not required to attend on campus, although we are delighted to meet those who do decide to visit. You will have full access to the library and University facilities as a student.

There are some courses that do require attendance on campus, for a short period of time.

MBA programme

Students are required to attend a 10 day workshop in the UK during the second year of their studies, usually around May/June. This is a standard requirement for an AMBA accredited MBA and the workshop focuses on strategic management and leadership.

Clinical Pharmacy Practice and Advanced Pharmacy Practice

Students are required to attend a short residential period of five consecutive days of training within the School's professional skills centre to allow for a shared learning experience.

Nursing

Some of our nursing modules will require attendance on-campus. This will depend on which course you are studying. Please see individual course pages on our website for further details.

90% of postgraduate Online Distance Learning students believe their course helped them to develop or acquire job-related, or work-related, knowledge and skills.

Student Experience Questionnaire 2016/17

If flexibility and great course content are important to you, RGU is the perfect option. One of the biggest risks in selecting an online course is the credibility of the school. RGU has proven to be more than great and it is accessible from anywhere in the world.

Dave DaCosta

MSC International Marketing Management

Study anywhere

We provide an extensive range of online learning facilities via Campus Moodle, supporting over 8000 students from 113 countries studying online.

Online learning, is not restricted by time zone differences. Most of our online courses do not require students to be online at a specific time or on a specific date, however there will be submission deadlines and certain activities may require you to be online or submit/post something at a particular time.

Some courses or modules require more regular interaction than others and you are encouraged to look at the course information for the particular course you are interested in for this.*



* Although we try to offer courses that are as flexible as possible, it is not always possible to do so. There will be coursework that must be submitted by a deadline set by us as well as some courses you may need to attend mandatory weekly tutorials at fixed times, GMT. Examinations must be attended on campus in person at set times and dates.

Getting started

To be able to login and access your online learning materials, you will need to know your RGU username and password which will be provided by our Admissions team when you are invited to enrol.

You will use these to access your learning materials.

The Student Portal

The Student Portal is a gateway to information and services for all students. It provides links to Campus Moodle, email, iLink library catalogue, personal files on the University network, help and advice information, exam results, academic regulations, how to update your address, tuition fee and accommodation information to name a few.

This is where you will go to access Campus Moodle and your RGU email account.

Campus Moodle

Campus Moodle is a collaborative learning environment for students. Not only will learning material be available online, but there will also be areas for discussion, group work, formative quizzes and the uploading of assignments.

You will be able to access your online learning environment anytime and anywhere, as long as an internet connection is available. The learning material can take a wide variety of formats from MS Word and PDF documents to podcasts or wikis. You will submit your assignments via Campus Moodle in the electronic dropboxes which you will find here.

Access campus moodle here:

campusmoodle.rgu.ac.uk

Once logged into Campus Moodle you will see a page with two headings:

General Study Area:

This gives access to course materials, library and IT information and induction modules. This is a good place to begin and provides a general induction to Campus Moodle, the University and in some cases there will be a course induction module.

Current Study Module Area:

This is where you will access the module or modules which you are studying in a current semester.

www.rgu.ac.uk/campusmoodle

Microsoft Outlook

All communication from the University throughout your studies will be directed to your RGU email account so we do encourage students to check this regularly.

You will also benefit from access to our global address list which holds contact details for university staff and student email addresses of others on your course.

The Library

The services and resources of the Library are available to all students of the University, including online learners, but there are some additional services we offer for students who are enrolled on online learning courses and who cannot come in to visit the libraries on campus. These include:

- Postal loans (books by post)
- Photocopies
- Access to other libraries in the UK
- Access to libraries outside the UK

You will have access to services such as:

- iLink (the Library Catalogue)
- Electronic full text databases
- Journals
- Useful weblinks for your subject
- 'How to...' guides to getting the best from Library resources

Time management

We understand that online learners may approach their learning in different ways and that some prefer to 'blitz' over a particular period rather than follow systematically each week.

As a rough guide, we would usually recommend that students on an online learning course dedicate around 15 hours per week to their studies.

The majority of postgraduate courses have two modules per semester 1 and 2, others study one module at a time over semesters 1,2 and 3.

You will need to find the best way to work that suits you as an individual. As an online learner you will need to be motivated and committed in order to balance your work and family commitments whilst studying what may be challenging and demanding courses. It will be essential to manage your time effectively in order to keep on top of your workload and course deadlines.

If work commitments change or an emergency occurs, students who have accepted an unconditional offer and have not started their studies can defer for one year and recommence the course later.

There are procedures in place for mitigating circumstances and these are considered on a case-by-case basis.

The working relationship between the tutors and students is excellent, enhanced by students being able to communicate with tutors through email, phone calls and one-to-one tutorial sessions.

Christopher Barclay
Social Work Online
BA (Hons)





Tutor support

Your main point of contact throughout your studies will be your Course Leader and Course Administrator.

The Course Leader is normally your Personal Tutor and will assist with any personal problems of a non-academic nature which may affect your ability to function effectively during the course.

Each module within a course has a designated Module Coordinator and they will be the main point of contact for any issues or queries regarding that particular module.

Their role is to upload module content, monitor discussion forums, instigate online discussion, respond to individual study queries, provide support, assess the module and monitor progress. The normal way to contact a tutor for individual support is by email.

We are already beginning to see how our staff have benefited from the knowledge they have gained to better understand our customers' needs and this can translate into real business value on all sides.

Kerry Blinston
Global Commercial
Director at CGG

*Petroleum Data Management
Grad Cert*

We encourage students to keep in regular contact with their Course Leader and tutors. You should not hesitate to get in touch with your Course Leader if you have any concerns at any point.

Other support available

There is a network of advice and support available for our online learning students. Our services include:

- Disability and Dyslexia
- Student Counselling
- Careers Advice
- Study Support

You will find more information about some of the services we offer at www.rgu.ac.uk/studentsupport

We have a dedicated IT helpdesk for support to students who need help with technical questions.

Module delivery

Students will be grouped into cohorts which will make up a virtual class or group of students all studying the course at the same pace.

Cohorts are expected to complete the various modules within a specified time period.

Cohorts facilitate peer support and allow students to get to know one another, set up study groups and provide peer support via the facilities of Campus Moodle.

In particular they facilitate opportunities for discussion and interaction with other students, usually at the same stage of the programme.

Offsite Examinations

Some of our courses have examinations which students are required to sit – the time and date for all exams is set by the University.

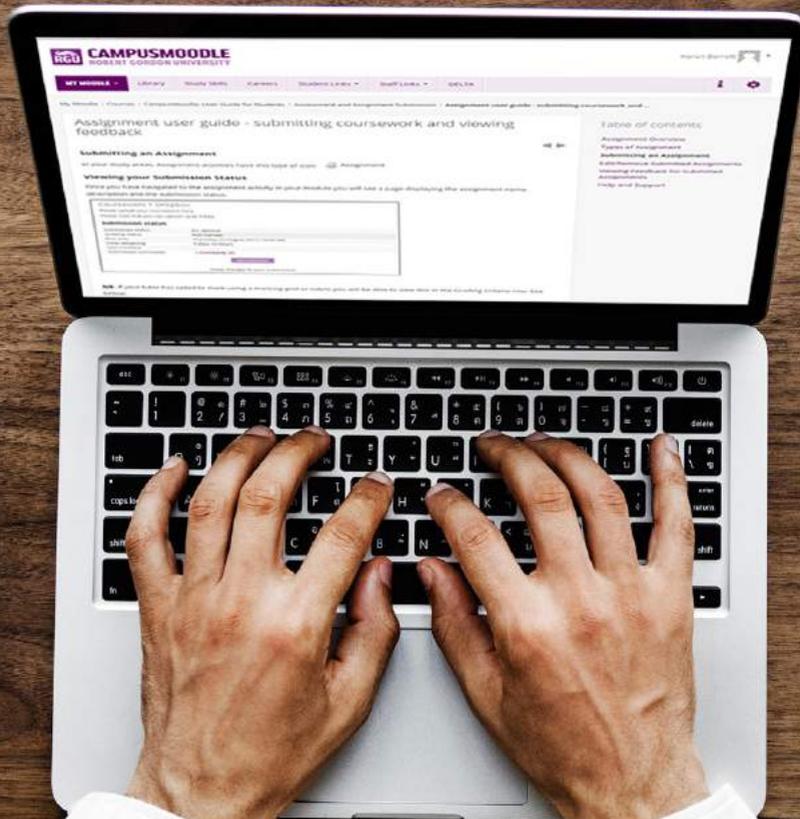
As an online learner you will be provided with information about the examinations you will be required to sit and what the approved arrangements are for these e.g. you may be required to attend a nearby British Council office or another collaborative organisation/ company that has been approved by the University.

Depending on your geographical location, you may not be able to undertake examinations within arrangements approved by the University and may need to make alternative arrangements to sit exams in a suitable location near where you live. Wherever possible, this should be a British Council office. However, where such premises cannot be utilised, alternatives, such as local universities, colleges, public libraries and schools, could be considered. Once you have identified a suitable place in which to sit the exam you must request approval from your School at least six weeks prior to when the exam is due to take place.

Students are required to meet any costs of external exams, for example, invigilation costs, room hire, postage of papers etc.



Fees and funding



If you are studying via online learning or on a part-time basis, our flexible payment plan enables you to make a single one-off payment or spread the cost of your course fees throughout the duration of your study with us.

We are able to make your study more affordable by requesting an initial payment of just 22% of your course fees for that year (not the total cost of the course), due before or on the day of enrolment.

Your first payment will be due at enrolment and you can pay for this online by credit/debit card and then the remaining instalments can be paid by credit/debit card, bank transfer to the University's account or by bank draft.

20% Alumni Loyalty Discount

We offer our alumni a 20% loyalty discount on the University's postgraduate and post-registration course fees. The discount applies to both home and overseas alumni (holders of undergraduate degrees from Robert Gordon University) who commence postgraduate study at the University. It can only be applied to tuition fees and cannot be used to cover any other programme related expenses (e.g. residential costs, materials or membership fees).

www.rgu.ac.uk/discount

Postgraduate Tuition Fees Loan

Postgraduate students will normally make their own arrangements for payment of fees. However, there are a limited number of SAAS funded places on certain postgraduate courses.

For information on postgraduate finance options, please visit

www.rgu.ac.uk/finance

Alternative guide to PG funding
This useful resource provides information on alternative sources of funding for postgraduate courses – especially charities – which can make awards (fees, maintenance, research costs) to any student regardless of subject, or nationality.

www.postgraduate-funding.com/gateway

Scholarships

For a full list of all scholarships we offer, including the RGU:SPORT Scholarship and Merit Scholarships visit:

www.rgu.ac.uk/scholarships

How to apply

Apply Online

You can apply for your course directly via our online application form which allows you to upload documents in support of your application.

It is quick and easy to use, allowing you to complete pages in any order and you may save your progress and come back to the form as many times as you like.

All supporting documents (certificates, transcripts of qualification) should be scanned and ready to upload.

You will have the option to upload your CV and any references that you wish to provide.

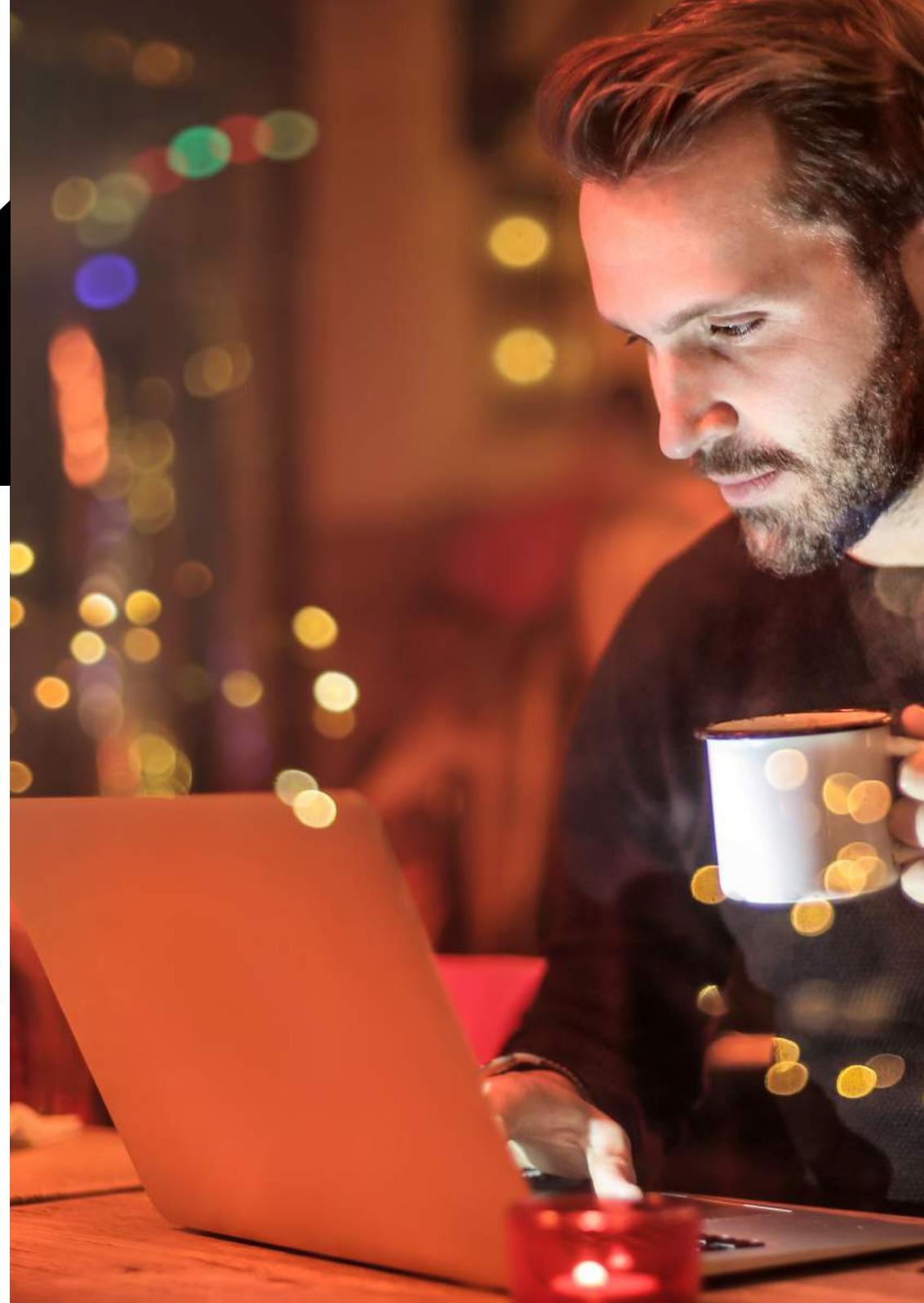
www.rgu.ac.uk/applyonline

The Virtual Learning Environment and Online Library provided a one-stop-shop for everything I needed to know as a student.

Online learning student

I chose Online Distance Learning because I moved to Malaysia with my husband and had a leave of absence from my current job. The flexible nature of the course is a perfect fit with my current lifestyle.

Christine E. Eikeberg
MSC Information Management



Get an overview of Campus Moodle on Vimeo

www.vimeo.com/184002989

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