

Assessment logistics & deadlines

When each piece is due and where to send it. Full guidance on what and how lives in the two longer briefs.

GROUP PRESENTATION Mon 1 Jun · Wed 3 Jun Section B Mon eve · Section A Wed aft. Slides emailed by end of session.	REFLECTIONS Mon 15 Jun · 23:59 CST Submit three via QQ form (link below) + AI use statement.	FINAL EXAM Tue 23 Jun 2026 · 2 hours Logistical details confirmed by SWUFE. Sample questions shared in the final session.
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1 · Group presentation 25%

Each team delivers a 9-minute presentation plus 3-minute Q&A:

- **Section B (HRM304-02):** Monday 1 June 2026, evening session.
- **Section A (HRM304-01):** Wednesday 3 June 2026, afternoon session.

Email your slides by the end of your session (or a one-page outline if you are not using slides).

Coordinate within the team who sends it — one email per team to l.wallrich@bbk.ac.uk.

- **Subject:** HRM304 Group [your code, e.g. A3] — Presentation
- **Body:** your group code and the **student number of every participant**, one per line.
- **Attach:** slides as **PDF** (preferred — renders the same on my machine as on yours; any standard format accepted otherwise), named HRM304_Group[code]_slides.pdf.

HOW THE PRESENTATION IS MARKED

I mark the presentation as you give it live, not the material. Submitting your slides or outline by the end of the session helps remove misunderstandings about anything I missed or want to revisit; materials sent later will not be considered, and the presentation will be marked purely on the oral delivery.

2 · Individual reflections 25%

Submit **exactly three reflections** (300–500 words each) **plus a mandatory AI use statement**. I will mark the three you submit, so choose your strongest. Prompts, marking bands, and the full AI use guidance are in *Individual Reflections: Assessment Guidance*.

HOW TO SUBMIT

- **Deadline:** Mon 15 June 2026, 23:59 CST (Chengdu time).
- **Form:**
docs.qq.com/form/page/DR0ZnREJnTWJ3WVFT
- **Language:** reflections in English. Brief Chinese phrases (terms, names, quotations) are fine.
- **One must** be on the Group Presentations session (Block 9 prompt).



Scan to open the QQ form
docs.qq.com/form/page/DR0ZnREJnTWJ3WVFT

Backup if the form fails: email all three reflections + AI use statement as a single PDF to l.wallrich@bbk.ac.uk with the subject HRM304 Reflections — [your student number] before 23:59 CST.

Late: up to 1 week late = 10-percentage-point reduction; 1–2 weeks late = capped at 60; after 2 weeks = not marked (mark of 0), absent formal mitigation.

OPTIONAL: INFORMAL FEEDBACK ON ONE DRAFT

Email **one** draft reflection to l.wallrich@bbk.ac.uk by **Friday 5 June 2026, end of day CST**, and I will return informal feedback before the final deadline. Subject: *HRM304 Draft reflection — [your student number]*. One per student; no feedback on drafts sent after 5 June.

3 • Final examination 50%

Tuesday 23 June 2026 — 2 hours. Logistical details (start time, room) will be confirmed by SWUFE.

Format:

- **Section A:** 20 multiple-choice questions (40 marks; about 40 minutes).
- **Section B:** three of five scenarios (60 marks; about 75 minutes, ~25 min each).
- Total 100 marks.

Sample questions for both sections will be shared in the final teaching session of the module.