

# **COURSE HANDBOOK**

**MSc MEDICAL GENOMICS**

**FOR ADMISSION IN 2016/17**



## Postgraduate Academic Year 2016-2017

Autumn Semester	Starts	Ends
Welcome Programme (Enrolment/induction)	26 September 2016	-
Teaching	3 October 2016	16 December 2016
Christmas vacation	19 December 2016	6 January 2016
Examinations	23 January 2017	3 February 2017
Dissertation Deadline	3pm 16 January 2017	

Spring Semester	Starts	Ends
Welcome Programme (Enrolment/Induction for January Starters)	30 January 2017	-
Teaching	6 February 2017	7 April 2017
Easter vacation	10 April 2017	21 April 2017
Teaching	24 April 2017	2 June 2017
Examinations	22 May 2017	2 June 2017
Dissertation Deadline	3pm 15 May 2017	

Summers Studies Period	Starts	Ends
Summer Studies Period	5 June 2017	8 September 2017
Resit Examinations		
Reassessment Coursework Deadline	17 July 2017	4 August 2017
Dissertation Deadline	31 July 2017	
	3pm 4 September 2017	

### Postgraduate Term Dates

Term Dates	Starts	Ends
Autumn	26 September 2016	16 December 2016
Spring	9 January 2017	7 April 2017
Summer	24 April 2017	2 June 2017

*Note . Masters courses are based on a teaching year designed to amount to 48 weeks in total*

In addition to these dates you need to be aware of other important events and deadlines throughout the year; such as coursework submission dates, publication of the exam timetable, publication of results, mitigating circumstances deadlines, programme planning deadlines.

You can access these at: [www.londonmet.ac.uk/pg-students](http://www.londonmet.ac.uk/pg-students)

## KEY CONTACTS

**Course Leader:** Dr Una Fairbrother

**Course Leader's Office:** T12-03, Tower Building

**Main Teaching location:** Holloway Site

**Student Hub:** Holloway Hub ([HollowayHub@londonmet.ac.uk](mailto:HollowayHub@londonmet.ac.uk))

## London Metropolitan University Student Charter

Following consultation with students and staff the University has reviewed and approved changes to its Student Charter to refresh its reciprocal expectations. This update reflects the key priorities embedded in our Strategic Plan 2015-2020 and the associated introduction of initiatives to support student achievement through the Peer Assisted Student Success (PASS) Scheme and new approaches to developing work experience and employment skills in undergraduate courses.

Staff and students work together to develop the Student Charter below which sets out the reciprocal commitments for our learning community. The University is committed to involving its students as active partners in shaping their learning and their futures providing excellent education.

<b>A London Met student can expect ...</b>	<b>London Met students are expected...</b>
1. to be part of a real community of learning in London with diverse staff and students collaborating and working in partnership	1. to engage with the London Met community of learning in a respectful, honest and constructive manner
2. to receive excellent education provided by trained, creative and engaging teachers delivering up-to date courses	2. to be prepared for and attend classes punctually, participate actively and respect the learning rights of other students;
3. to gain access to real work experience and employment opportunities while studying to prepare you for your future career during your studies	3. to be proactive and take advantage of these career development opportunities
4. to have your opinions sought to improve teaching and services	4. to tell us how we are doing so we can improve our services for you
5. to receive coaching, advice and support on issues that are affecting your studies through our Peer Assisted Student Support scheme and other guidance	5. to be proactive and reasonable in seeking out support when you are in need
6. to find the University welcoming, open and professional in all our dealings with you	6. to be aware of and abide by the University's regulations and codes of conduct
7. to be given, in the first 3 weeks of each module, clear explanations of what you have to do and how we will mark your coursework and exams	7. to understand the objectives and purpose of your coursework and exams and plan your studies accordingly
8. to receive written and/or recorded oral feedback on the first assessed course-work for your module within one week of the submission deadline and within two weeks for subsequent assessed course-work on your module thereafter	8. to hand in your coursework on time, engage in feedback and incorporate it into your subsequent assessments
9. to encounter innovative teaching using technology and flexible methods of delivery to support students' busy lives	9. to engage in out-of-class work using our online facilities and normally to spend at least 3 hours on studying and preparing for each hour you spend in class
10. to have access to excellent learning resources, academic support and high quality facilities and services	10. to use a variety of resources available to support your studies
11. to be engaged with in a respectful and honest manner, for us to listen to your feedback and have a fair and prompt complaints procedure	11. to solve problems informally and locally first before using the formal University procedures
12. to have access to a wide range of societies, events and sports activities facilitated by the University and the Students Union	12. to take advantage of opportunities afforded by University life, the Students' Union and/or networks of peers

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Your Course Handbook contains a wealth of information. Some of it will be of more relevance to you later in the course than at the start of your studies. It covers many of the questions you will have about your course and how to locate additional information or advice.

For more detailed information you will sometimes need to consult other sources, including:

- *University online Student Zone* - for details of important University regulations and procedures within an AZ Essential Guide. It also provides information on university life and the support services available. The online Student Zone can be accessed at: <http://student.londonmet.ac.uk/>
- *Postgraduate students webpage* - a comprehensive on-line resource for postgraduate students. Provides information about your course, timetables, details of timeslots and room numbers for most taught modules. Once you have completed enrolment and registration, you can view and print your personal timetable. Please see: Postgraduate Course Information [www.londonmet.ac.uk/pg-course-information](http://www.londonmet.ac.uk/pg-course-information)

The Course Specification (section 7.1 of this handbook) defines the key features of your course, its aims, structure and learning outcomes, and identifies all the modules you must study for your award.

**All postgraduate courses are governed by the University's Academic Regulations [www.londonmet.ac.uk/academic-regulations](http://www.londonmet.ac.uk/academic-regulations). It is your responsibility to be fully aware of the regulations, which govern your studies as a postgraduate student of the University. We provide guidance on most aspects of the Academic Regulations via our website, including our online Student Handbook; if you are unsure please contact your Student Hub or ask your Course Leader. Your course may have some additional course specific regulations or may be governed by a Professional Body. Where relevant, these are included in paragraph 30 of the Course Specification (section 7.1) of this Handbook.**

When you join London Metropolitan University as a student you and the University form a formal relationship and you become a member of our academic community. The terms and conditions given at: [www.londonmet.ac.uk/termsandconditions](http://www.londonmet.ac.uk/termsandconditions) govern the relationship between you the University and it is your responsibility to read and understand this important information. If there are aspects of the terms and conditions you do not understand please contact the University Secretary's Office. Other important policies that may apply during your study at the University can be found at: [www.londonmet.ac.uk/universitysecretary](http://www.londonmet.ac.uk/universitysecretary)

You should also note that, occasionally, the details in this Handbook, including the Course Specification, may subsequently be amended or revised in accordance with the General Student Regulations.

We would encourage you to participate as a Student Representative for your year of the course (see Section 5.1). We welcome comments about the course or any suggestions for improvements. We wish you every success in your studies.

## **SECTION 1 WELCOME TO YOUR COURSE**

### **1.1 Introduction to your Course**

The MSc course in Medical Genomics is designed to promote a deep understanding of the rapidly evolving field of genetics and genomics as applied to human health and disease. Students will develop knowledge and skills, which will equip them for future careers in medical genomics and related areas. The course will foster students to become effective learners/practitioners by developing a variety of personal skills and capabilities.

Emphasis will be placed on self-directed and problem based learning within a lecture/tutorial/ practical framework. Students will explore case studies and real genomic data to promote high level reasoning in a professional context and to enhance a comprehensive and critical understanding of the existing state of knowledge in medical genetics. Students will gain intellectual and practical skills necessary for the collection, analysis, interpretation and understanding of scientific data through practical exercises, IT exercises and a research project

Tutorial exercises and progress tests/quizzes will be used to provide students with feedback on their progress. Summative assessment of students' knowledge base and their understanding will be incorporated into formal in-course tests, reports, extended essays, examinations, presentations completed during or at the end of each module together with a report, a dissertation and an oral examination for the research project. Formative assessment of students' approach to literature research is incorporated in group activities and project seminars.

Students have access to the innovative Graduate Centre to meet and discuss their courses. The Islington campus library has undergone a successful refurbishment and extended opening hours, offering specialised group study areas as well as access to a comprehensive range of textbooks, journals and online learning resources. There are also a number of new open areas in the tower building offering well equipped study areas with access to IT facilities with several terminals at each one and ubiquitous wifi access.

Practical and data-mining IT skills are an essential part of the MSc course and students have access to the unparalleled facilities in the Science Centre Teaching Laboratory. Practical classes and IT sessions are designed to reinforce the knowledge from the lectures and tutorials. The course aims to promote a good knowledge-skills balance of laboratory, IT, and theory. The Science Centre also provides an excellent facility to carry out the final research project. MSc project assessment will culminate in the presentation of a dissertation and a viva exam/poster defence, which also explores knowledge and understanding.

**Section 7 sets down the key features of your course, including your Course Specification.** Your Course Specification may have a work placement as a compulsory element or you may be able to choose it as an optional module. The placements aim to enhance your work based skills and to enable you to bring these reflections productively to bear on your studies.



## SECTION 2 Postgraduate Degree Courses

Undertaking study at postgraduate level is likely to involve new and different methods of working compared to your previous experience. You will study more specialised subject matter at a more advanced level, relatively quickly and over a shorter period. You will be expected to pursue your studies with a greater degree of independence than at undergraduate level and to set your own learning objectives within the framework of the course.

### 21 Key features of Postgraduate Courses

The Course Specification (see Section 7.1) details your course curriculum and structure and you should study this carefully. Many features are defined by the Postgraduate Regulatory Framework, part of the University's Academic Regulations. The following overview provides a summary of the most common features of postgraduate courses:

- Full-time students starting Masters programmes in the Autumn semester are taught over a 48-week year (an Autumn and a Spring semester and a summer studies period), requiring approximately 40 hours of study per week. For full-time students starting courses in January the workload is similar but is distributed over a longer study period and normally completed at the end of the following Spring semester. Part-time students undertake the equivalent overall workload over a longer period of study, normally at least two years.
- The standard Masters award requires 180 credits at level M: normally 120 credits for the taught elements and 60 credits for the Dissertation or Project. Any variation to this will be detailed in the Course Specification.
- Most postgraduate modules are equivalent to 20 credits. Typically, a full-time student studies modules equivalent to 60 credits per semester (normally 3 modules), with 15 weeks of teaching, revision and assessment activities for each module.
- The taught elements of postgraduate courses are mainly compulsory "core" modules and normally include one concerned with research methodology and project development and practice, in preparation for the dissertation or project. Some courses may include "option" modules, which can be chosen from a specified list for the course.
- All taught modules and the dissertation or project module are marked on a percentage scale, with a pass/fail threshold of 50%.
- Based on the final aggregate of average percentage results, Masters awards are graded as: Masters (50-59%), Masters with Merit (60-69%), or Masters with Distinction (70% plus)
- While most students will aim to achieve the full Masters qualification, all Masters courses offer the subsidiary awards of Postgraduate Certificate or Postgraduate Diploma (both available with Merit or with Distinction) for students unable to complete their full programme of study. The full list of awards and their requirements is as follows:

<b>Award</b>	<b>Credits at level M</b>	<b>Modules Required</b>
<b>Masters</b>	180 credits (Level 7)	6 modules + dissertation (60 credits)
<b>Postgraduate Diploma</b>	120 credits (Level 7)	6 modules
<b>Postgraduate Certificate</b>	60 credits (Level 7)	3 modules

### 22 Dissertation or Project

You register for your Masters Dissertation or Project in the same way as for your other modules. Once you are

The University's standard assessment arrangements and mitigating circumstances procedures apply (see below for information on withdrawal and mitigating circumstances).

Formal requirements for your dissertation are set out in detail in the Dissertation/Project Module Booklet for your course. Please note that some postgraduate courses will require you to have passed research methods before you can begin your Dissertation/Project.

You should also consult the University's *Code of Good Research Practice* which can be accessed on the Research and Graduate School's website at: [www.londonmet.ac.uk/research/the-research-and-postgraduate-office/current-students/research-ethics.cfm](http://www.londonmet.ac.uk/research/the-research-and-postgraduate-office/current-students/research-ethics.cfm) to see whether these guidelines raise any issues for your own research, and discuss them with your supervisor.

There are three standard deadline dates for submission in every academic year. The dates for 2016/17 are:

#### Deadline

<b>Autumn Semester</b>	<b>3pm on 16 January 2017</b>
<b>Spring Semester</b>	<b>3pm on 15 May 2017</b>
<b>Summer Period</b>	<b>3pm on 4 September 2017</b>

**Dissertations/Projects must be submitted to your Student Hub or via WebLearn. Your supervisor will be able to confirm the correct mode of submission.**

### **23 Credit for previous learning**

If you already hold a qualification (for example from another college) that may exempt you from part of your course, you may apply for Accreditation of Prior Certificated Learning (APCL). Similarly, if you have undertaken work, paid or voluntary, that has resulted in learning skills or knowledge equivalent to a module you will be studying you may apply for Accreditation of Prior Experiential Learning (APEL). Collectively these are known as Accreditation of Prior Learning (APL).

It is important to be aware that any application for APL credit in respect of postgraduate studies must be based on prior learning or experience at a suitably advanced level. This means that it is not normally possible to accredit prior learning at undergraduate level, even if the content may appear similar.

The University operates the European Credit Transfer System (ECTS), where 1 European credit (ECTS) is equivalent to 2 UK credits (CATS). Thus, each taught module of 20 credits is normally equivalent to 10 ECTS credits, and a full Masters of 180 UK credits is equivalent to 90 ECTS.

If you wish to claim for APL please contact your Student Hub. .

### **24 Module registration and Programme Approval**

Your Course Leader should provide the information you will require in order to choose your modules. **Core Modules** are compulsory for your course, but your course may also offer **Option Modules**, which can be chosen from a specified list. Your Student Hub will contact you to inform of the process to register modules and of the relevant timescales/deadlines.

Further information about modules and their timeslots can be found at: <http://student.londonmet.ac.uk/your-studies/course-and-module-information/>

When you carry out module registration you may be able to choose some time slots, subject to capacity of the class, if the module(s) run more than once. You are more likely to get your first choices if you register on time.

## FURTHER LEARNING OPPORTUNITIES

### 25 Open Language Programme

In addition to their main programme of study, the University offers all postgraduate students the opportunity, through the Open Language Programme, to learn (or gain fluency in) one of a wide range of languages. For the majority of courses an additional fee payment is charged should you wish to pursue this.

Before registering for an OLP module you will need to be assessed so that you can be placed at the appropriate level; these assessments are made by the Open Language Programme at key points in the year.

The languages available are usually: *Arabic, French, German, Italian, Japanese, Mandarin Chinese, Spanish and Brazilian Portuguese.*

Learning is achieved through a combination of taught sessions and independent study packs, both of which are essential to make real progress. For further information please visit: [www.londonmet.ac.uk/olp](http://www.londonmet.ac.uk/olp)

## **SECTION 3 BEING A STUDENT**

### **3.1 Induction Programme Checklist**

Following your Induction Programme and Course Introductory Meetings, you should check that you have received the following:

- n an ID card (including library number and computer network username)
- n a course timetable
- n the location of your Student Hub
- n the location of your main Library and IT facilities
- n the name of your Academic Liaison Librarian
- n the name of your Course Leader

If you miss your Induction Programme you still need to obtain all of the above items and there will be a Late Induction session for you. Contact your designated Student Hub to ensure that you know what to do and where to go. It is very important that you complete the enrolment process as this is what activates your status as a student and ensures, for example, that you appear on your module class lists.

### **3.2 Your first Semester**

Classes commence on **3 October 2016** and your timetable will list all the classes that you need to attend.

Your first semester usually involves mainly compulsory (core) modules covering essential subject contents and skills elements in your area of study. During this first semester you will meet with your Course Leader who will discuss your study programme and advise you on how to plan your studies for the second semester if you did not do this at the start of the course.

### **3.3 Attendance, academic engagement and employment**

In order to succeed on your course you should attend all classes and attempt all assessments; indeed the University requires this of you. Whilst some absences may be unavoidable you should always let your Module Lecturer know in advance and you must catch up on what you have missed.

Attendance at classes is recorded and is reviewed on a regular basis. You can view this via your Evison account. If you miss too many classes your Module Leader can withdraw you from that module. If your attendance is not satisfactory over your whole programme you may risk having your enrolment terminated.

For International students holding a Tier 4 visa a high level of attendance is essential, not only to your success, but also to maintaining your visa conditions. If your attendance does not meet satisfactory requirements it could have serious implications for your stay in the UK. Please see the Visa Compliance section for further details. If you need to be absent because of illness or other unforeseen circumstances please notify Visa Compliance as soon as possible ([visa.compliance@londonmet.ac.uk](mailto:visa.compliance@londonmet.ac.uk)) to make sure that your absence is authorised.

We recognise that our full-time students may need to undertake part-time work, but strongly advise you not to take employment of more than 15 hours a week. The University's Employment Service, in Student Services, can help you find a suitable part-time job that can enhance your employability and complement your studies; <https://intranet.londonmet.ac.uk/student-services/careers/> If you are an international student holding a Tier 4 visa, please ensure that you work within the rules set by UK Visas and Immigration. The International Student Advice Team can advise you on how many hours and the types of work you can undertake: [adviceinternational@londonmet.ac.uk](mailto:adviceinternational@londonmet.ac.uk)

You can find further details of working during your studies here <http://www.londonmet.ac.uk/international/current-student-immigration-information/working-and-career-planning/>

### 3.4 Your Timetable

The University timetable operates from 9.00 am to 9.00 pm, Monday to Friday.

Provided that you enrolled at the required time your timetable will be available on-line and the structure of classes will be explained during your Induction Programme. Your timetable will change each semester, and will be available on the web shortly before the start of each semester. For your personal timetable, visit: [www.londonmet.ac.uk/pg-course-information](http://www.londonmet.ac.uk/pg-course-information)

If you do not have a course timetable please contact your Student Hub without delay.

### 3.5 Studying

As a postgraduate student, you will be seeking to develop your learning at a more advanced level and your course will provide many opportunities to acquire new knowledge and skills. To make the most of the opportunities available you need to organise and plan your learning to help you manage your time effectively - see the guidance provided on the **Study Hub** website: [www.londonmet.ac.uk/studyhub](http://www.londonmet.ac.uk/studyhub)

Assessment is an important feature of study at postgraduate level. Each Module Booklet sets out detailed assessment requirements and learning outcomes, providing a focus for your studies. There are various forms of assessment and modules often involve a combination of examination and coursework or presentation. It is important that you understand clearly the expectations and deadlines for each item of assessment.

You should be aware that **all** the various coursework assessments and examinations have to be completed for the achievement of your final award. In addition to attending the timetabled sessions, you will need to study in your own time. You should expect to spend 12-14 hours per week on each module, making a 40 hour per week commitment for a full-time student. Part-time students need to plan a similar time commitment for each module, but will generally be taking fewer modules at any one time.

Independent study is particularly important when planning work for your dissertation or project. This is a substantial piece of work, to be developed and completed over a relatively lengthy period, with much of the writing concentrated in the final stages. Working closely with your assigned supervisor, you will need to plan your work carefully, with initial discussion to define the topic, preparatory research and reading, planning the structure of the research and final report, writing and re-writing particular sections and drafts.

Please be respectful of the learning environment and remember to switch off your mobile phone **before** entering all classes and study areas.

**In summary:** *plan your learning strategy; allocate enough time; attend all of your module lectures, tutorials and other sessions; start assignments well in advance; seek advice and help when you need to; use the learning resources offered; and, enjoy the learning experience!*

### 3.6 Feedback on your assessments

Assessment feedback is a critical part of your learning experience and supports successful achievement on your course. Feedback can be:

- diagnostic: it provides an indicator of your aptitude and preparedness for study and can identify your strengths and areas for improvement.
- formative: it provides you with feedback on progress on your work. The work may or may not contribute to the overall module grade.
- summative: it provides comments in respect of your performance in relation to intended learning

## **SECTION 3 BEING A STUDENT**

outcomes and requirements for a piece of assessment.

During your course you will probably receive feedback in a number of ways:

- in teaching sessions to the whole class or to you individually;
- orally or in writing;
- written using a feedback sheet on your work;

You can find further details of working during your studies here <http://www.londonmet.ac.uk/international/current-student-immigration-information/working-and-career-planning/>

- via WebLearn, the online space for modules;
- during the module as well as at the end.

You are entitled to receive feedback on all assessments, normally within 15 working days of submission. For assignments submitted during the module - especially where feedback can be delivered within timetabled class sessions - the module team will help you to understand how to improve future submissions. For end-of-module assignments feedback may be given on-line but you can request a meeting with your module tutors to help you understand why they have awarded the grades you received.

All arrangements for coursework and feedback return will normally be stated in *Module Booklets*. This should include:

- due dates for coursework submission;
- dates when coursework feedback will be distributed in class
- dates when coursework feedback can be collected from the module lecturer or your Student Hub
- the format by which assessment feedback will be given;
- the process by which end-of-module coursework can be collected following the publication of the result concerned.

### **Online Feedback:**

Feedback for coursework submitted online will be made available on Weblearn unless specified otherwise by your lecturer. Online Feedback can be accessed via the 'My Feedback' link on the Online Assessment page in your module. You can find more information about Online Submission and how to access your feedback in the 'Online Submission Help' section on Weblearn.

### **3.7 Building Careers**

At London Metropolitan University we pride ourselves in taking seriously your future employment potential. Whether you are studying for a postgraduate qualification in order to seek employment, developing an existing career or to engage with new career opportunities we will prepare and support you in this transition by developing the attributes and skills that employers need and by training your mind to deal with complex questions.

Your course has been designed with the involvement of employers at a variety of levels and for many of you your award will be accredited by a professional body recognised directly or indirectly by the industry to which it serves. All Masters level qualifications will enable you to specialise, or to become more highly specialised, in an area of employment or practice related to a particular profession. All of our Masters graduates will normally be equipped to continue academic study at a higher level, for example for a PhD or a professional doctorate. Graduates of a Masters level qualification will typically develop a range of key skills, including: being able to use their initiative and take responsibility, solve problems in creative and innovative ways, make decisions in challenging situations, continue to learn independently and to develop professionally, including the ability to pursue further research where appropriate, and communicate effectively, with colleagues and a wider audience, in a variety of media. These skills have been identified by the government as being critical in curtailing the continued shortage of higher level skills within the wider UK economy and we believe that you will be best placed following graduation in developing your career aspirations. You need to be effective and adaptable in challenging times, so we offer a range of services to support you, including a career planning service. To see more details on how we prepare you for employability visit: [www.londonmet.ac.uk/buildingcareers](http://www.londonmet.ac.uk/buildingcareers)

## SECTION 4 COMMUNICATION, INFORMATION AND ADVICE

### 41 Your University IT Account

You use the same IT account to access all University IT systems and Library electronic resources. Your account name is printed at the top of your student ID card that you receive at enrolment and is 7 characters in length (e.g. ABC1234). Your password (which you would have already used during pre-registration) was initially set as your date of birth (DDMMYYYY) so, if you have not already done so, please do change it to something more secure at: <https://password.londonmet.ac.uk/>

### 4.2 Communication

We do our best to keep you informed of what you need to know at all times. We use the Web to provide much of the information you need so it is essential to familiarise yourself with the University website. At other times we will use email to contact you so it is essential that you check your University email on a regular basis.

### 4.3 Your Contact Details

The University will contact you by letter, phone, or email, perhaps to arrange a meeting, to provide you with information, or to respond to a query. It is therefore essential that you keep your contact details up to date on your student Evision account.

Increasingly, we use **email** to communicate and keep you informed. You will also have been allocated a University email address, which is your 7 character account (see 4.1 above) [e.g. ABC1234@my.londonmet.ac.uk](mailto:ABC1234@my.londonmet.ac.uk). Even if you already have an email account that you will continue to use you should regularly check your London Met account or set up an auto forward, as important messages will be sent to your University email address.

### 4.4 Evision

Evision is the University's online facility that allows you to access your personal student record, and is where you print your coursework submission sheets and other forms that you may need. You also re-enrol via Evision and view information showing your attendance at classes. You can view your:

- Personal and contact details (can be updated online)
- Registered modules
- Enrolment and progression
- Tuition fee details
- Record of coursework deadlines and submissions
- Mitigating Circumstances and appeals decisions
- Module results (available from notified date of publication)
- Details of final award

For more information please check: [www.londonmet.ac.uk/evision](http://www.londonmet.ac.uk/evision)

### 45 WebLearn - Online module resources

WebLearn provides online support for your modules, enabling you to communicate with your tutor and other students. Course materials, information and assessments are available on WebLearn as well as study programmes such as "Writing and Communicating at University". WebLearn requires your user name and password and can be accessed at: [www.londonmet.ac.uk/weblearn](http://www.londonmet.ac.uk/weblearn)

### 4.6 Your Student Hub

Your Student Hub is the place to go for any query related to your studies or your time at the University. Your Student Hub is also the gateway to the wealth of other support services offered in the University, such as Student Services (Accommodation, Counselling Service, Disabilities & Dyslexia Service, Funding & Money Advice), Finance, learning support services and the Academic Registry.



During your Induction Programme, you will be informed of the location of your Student Hub. Below is just a small selection of the ways that your Student Hub can help you. However, no matter what your query is, your Student Hub is the place to go:

- Queries about your enrolment, the fees that you have been charged or if you have not received your student loan;
- Book appointments with Student Services, Income Collection or the Fees, Casework and Visa Compliance Teams;
- Module Registration and queries about your timetable or the requirements for your course;
- If your ID card is not working or, if it has been lost or stolen;
- The results for your modules, including result queries, claims for mitigating circumstances, appeals, and advice about examination arrangements;
- Queries relating to your attendance in classes and seminars;
- Advice on claiming credit for previous study or experience;
- Obtain standard letters and council tax exemption certificates;
- Advice on transferring or withdrawing from your course or taking a break from your studies.

The Student Hubs are open to visit throughout the academic year and can also be contacted by phone or email – see [www.londonmet.ac.uk/studenthubs](http://www.londonmet.ac.uk/studenthubs)

When contacting your Student Hub, please always quote your student number as it enables staff to access your information quickly and respond to your query. When contacting your Student Hub via email please use your University email account.

#### **4.7 Learning Development support**

A range of learning development support is available to all students wishing to make the most of their time studying at University. This includes:

- advice from module lecturers;
- assistance from Academic Liaison Librarians for particular subject areas – see: <http://student.londonmet.ac.uk/library/subject-and-study-support/subject-support/>
- opportunities provided by Faculties, such as programmes organised during "activity weeks", and, where offered locally, student peer-mentor schemes or study support workshops or online clinics;
- the annual "Get Ahead" Student Conference (Spring term).

#### **4.8 Course Leader**

Course Leaders are the main contacts for personal academic advice, including programme planning and approval, and are also responsible for the day-to-day organisation of your course. They support systems for positive student engagement, achievement and progression and are also a source of valuable advice for other matters. They should be the first port of call if problems arise as they are able to:

- provide you with academic advice on all aspects of your studies and progress
- explain the implications of assessment results and associated feedback on your academic performance
- advise you on managing and planning your studies;
- refer you to Student Services for support regarding personal problems, housing, health and finance.

#### **4.9 Module Lecturers**

Module Lecturers are members of academic staff who lead the modules contributing to your programme of study and are key to your learning experience. They should be your first port of call for advice on any topics you do not understand following a lecture or seminar. All module lecturers have "office hours" – these are set times during the week when they are available for consultation. For each module there will be a Module Booklet, which should be available via Weblearn (refer Section 6.34).



## **5.1 StARS**

Feedback from students is vital to the University to find out how well the teaching, guidance and other services are working. This is obtained in different ways, including via Student Academic Representatives (StARs) who, supported by the Students' Union, provide direct feedback from students on the course and raise any issues on their behalf. You will have the opportunity to stand for election as a StAR or to elect a fellow student.

## **5.2 Course Committees**

A Course Committee is normally convened each term to review a set of modules and courses and provide quality assurance. Key staff, including module and course lecturers, attend these meetings and student input is received via your StARs.

## **5.3 Students' views on modules and courses**

Students' views are obtained by a variety of means such as focus groups and web-based questionnaires. While staff welcome informal feedback from students, Module Lecturers produce formal monitoring reports which cover areas such as teaching, student feedback and assessment. Reports and action points agreed are available from both module and course reviews.

## **5.4 Students' Union**

The University is proud to work with the Students' Union. You can contact the Students' Union about any course, student, pastoral or social issue.

To contact the Students' Union please access: <http://www.londonmetsu.org.uk/>

## SECTION 6 YOUR A-Z ESSENTIALS

### 6.1 Academic Liaison Librarians

Academic Liaison Librarians are qualified to provide learning support and information skills training and ensure that, where possible, the appropriate information resources you need are available throughout your course.

Your dedicated Librarian can help you acquire valuable information literacy skills which will enable you to locate, retrieve, evaluate and use the most relevant resources for your research for specific assignments and projects. They publish guides and online tutorials to resources specific to your subject area which are a good starting point when you need support.

Additionally, there is an open course called Library Matters available on WebLearn. Library Matters will help you learn how to find, evaluate and use the information you need for your studies and assessments. You can dip into different sections or follow the order of the course sections. No need to log in or create an account.

To access Library Matters go to: <http://tinyurl.com/or855sj>

To access subject guides and find your Academic Liaison Librarian go to our library subject pages.

### 6.2 Academic Misconduct

You are responsible for ensuring that all work submitted is your own, and that it is appropriately referenced. The University does not tolerate cheating of any kind. You are strongly advised to familiarise yourself with the Academic Misconduct Procedures, which list a range of categories of academic misconduct and associated penalties, covering instances of academic misconduct (plagiarism, collusion, exam cheating). From the outset of your studies you should receive information and guidance on referencing conventions and group work activities to ensure that you do not contravene the University's Procedures. If you are unsure about referencing, paraphrasing or group work activities (and what may constitute collusion in such activities), you should seek advice as soon as possible from the Module Tutor or your Course Leader.

An interactive guide on preventing plagiarism containing student views on plagiarism, interactive demonstrations on how to reference and quizzes can be accessed at:

<http://learning.londonmet.ac.uk/TLTC/learnhigher/Plagiarism/>

Further information can be accessed at:

[www.londonmet.ac.uk/academic-misconduct](http://www.londonmet.ac.uk/academic-misconduct)

### 6.3 Academic Regulations

We provide guidance on most aspects of the Academic Regulations via our website, including our online Student Handbook; if you are unsure please contact your Student Hub or ask your Course Leader. If you wish to access the University's Academic Regulations, they can be found at:

[www.londonmet.ac.uk/academic-regulations](http://www.londonmet.ac.uk/academic-regulations)

### 6.4 Assessment Board Appeals

There are only two grounds on which students may appeal against the outcome of an assessment board decision. These are specific and an appeal may not be made in respect of an academic judgement. The University operates a strict 10 working day deadline for submission of appeals, following the publication of the result(s) concerned.

Prior to submitting an Appeal you should familiarise yourself with the procedures for the submission of

Appeals, which can be found at: [www.londonmet.ac.uk/appeals](http://www.londonmet.ac.uk/appeals)



We do our best to keep you informed of what you need to know at all times. We use the Web to provide much of the information you need so it is essential to familiarise yourself with the University website. At other times we will use email to contact you so it is essential that you check your University email on a regular basis.

## **6.6 Complaints**

The University is committed to providing a high quality service to its learning community. If you have concerns about the service you have received we want to hear about it. We will use your feedback as an opportunity to help you and to learn how we may improve our service. Further information about how to make a complaint and how the University will deal with your complaint can be found at [www.londonmet.ac.uk/complaints](http://www.londonmet.ac.uk/complaints)

## **6.7 Counselling & Personal Development**

The University Counselling Service supports students who are experiencing emotional or personal difficulties and students who wish to maximise their potential and develop self-awareness. The service also supports students who are experiencing mental health issues. If you think you could benefit from this support, please contact the Counselling Service. We will be better able to support you if you act early – don't wait until you experience difficulties or until your difficulties reach crisis proportions.

<http://student.londonmet.ac.uk/life-at-london-met/health-and-wellbeing/counselling-and-personal-development/>

## **6.8 Course Transfers**

If you intend to change course, you should seek advice from your Student Hub. Do not stop attending your course until a transfer has been agreed and confirmed in writing to you.

If you are an international student holding a Tier 4 Visa you must contact the International Student Advice Team for advice on possible visa implications before changing your course ([adviceinternational@londonmet.ac.uk](mailto:adviceinternational@londonmet.ac.uk))

## **6.8 Coursework extensions**

If you have exceptional reasons which prevent you from submitting your coursework on time, you may request an extension of up to five working days. Requests must be made via Evision ('My Modules' section and then select 'Exceptional Extension Request') before the deadline for the coursework concerned and the process applies only to first submissions (i.e. it does not apply to reassessments).

Further information is available at: [www.londonmet.ac.uk/extensions](http://www.londonmet.ac.uk/extensions)

*Please note that you can only request an exceptional extension 2 weeks in advance of the deadline concerned and no later than 24 hours after the submission deadline date and time. For example, where the coursework deadline is 3pm Friday you have until 3pm Saturday to make your request for exceptional coursework extension. . Therefore, assessment components will only be available for selection during this period.*

## **6.9 Coursework submission**

When handing in coursework you must ensure that you have understood and followed all the instructions provided by the Module Lecturer. For each coursework assessment, the type of submission will be specified as either:

- a 'Hardcopy Submission' which you submit in person to your Student Hub; **or**,
- an 'Online Submission' via Weblean.

The standard deadline time for submitting all coursework assessments is **3pm** (whether in hardcopy or online). Deadline dates are detailed in Module Handbooks and can also be accessed via your Evision account.

Please note that the University does not accept late work. If you have exceptional reasons which prevent you from submitting your work by the due date and time please refer to 6.8 above (coursework extensions) or 6.20 below (mitigating circumstances).

It is important that you retain both your electronic receipt of submission and a copy of the coursework until the results are published via Evision.

Details of the coursework submission process, including how to obtain coursework cover sheets, can be accessed at [www.londonmet.ac.uk/coursework-exams](http://www.londonmet.ac.uk/coursework-exams)

### **Hardcopy Submission**

Coursework should be submitted to your Student Hub and be accompanied by a securely attached barcoded coursework coversheet printed from Evision.

Receipts for hardcopy submission will be sent to your University email address and confirmation of submission will also be available to view via your Evision account.

### **Online Submission**

Coursework should be submitted to the online submission point provided for each assignment on your Weblearn module. Online submission points can be found on the 'Online Assessment' page of each module. Word-based documents will be checked for plagiarism using Turnitin Originality Reports. You can check your Originality report prior to submission by using one of the Test submissions provided to students either on your module or via 'Online Submission Help' on Weblearn.

Confirmation emails for online submissions will be sent to your University email address and you can download digital receipts from Weblearn for Turnitin submissions.

Further information on how to use online submission tools such as Turnitin or Weblearn Assignments, and how to download an online submission receipt and improve Originality Reports prior to submission can be accessed at: <http://metranet.londonmet.ac.uk/weblearn-onlinesubmission>

## **6.10 Criminal Convictions**

If you are a student with an unspent criminal conviction, or you are convicted or cautioned for an offence during your study, you must notify the University. If you have a spent conviction or caution that is not eligible for filtering but are studying on a course which is exempt from the 1974 Rehabilitation of Offenders Act and/or requires a DBS (Disclosure and Barring Service) check you must also inform the University immediately. For more information see the University's policy at: [www.londonmet.ac.uk/convictions](http://www.londonmet.ac.uk/convictions)

## **6.11 Criteria for Awards**

The Postgraduate Awards Framework, the list of all of the University's postgraduate awards, can be found at the beginning of Section 4.1 of the Academic Regulations. Section 4.2 of the Academic Regulations details the minimum criteria for each of postgraduate award.

## **6.12 Disabilities and Dyslexia**

Our Disabilities and Dyslexia Service (DDS) can assist you if you have a disability, long-term medical or mental health condition or a Specific Learning Difference (e.g. dyslexia or dyspraxia). You will need to provide medical evidence of your condition, or a full diagnostic assessment for Specific Learning Differences (SpLDs). If you are eligible for support, our Advisers can help you obtain a range of adjustments depending on the level of need identified. Support can include:

Notes/hand-outs in advance

- Permission to record lectures
- Special examination arrangements (e.g. extra time, use of a word computer, sheltered accommodation, amanuensis), alternative assessment arrangements
- Extended library loans
- Accessibility related classroom adjustments
- Screening for a Specific Learning Difference (dyslexia)
- Internal Needs Assessment Report, to identify any adjustments to support you in your studies
- Advice and guidance in applying for study-related funding e.g. the Disabled Students' Allowance (DSA)
- Assistance with arranging specialist tutoring, mentoring, communication support and /or note takers

Please Note:

1. There are some aspects of course assessment that cannot be changed. These are known as 'competence standards. A 'competence standard' is defined in the Equality Act 2010 as an academic, medical, or other standard applied for the purpose of determining whether or not a person has a particular level of competence or ability. These standards must be essential to the course and all students must be able to fulfil these criteria. Although in such situations it may not be possible to alter the format of the assessment, you may still be entitled to adjustments (e.g. extra time or an amanuensis). Competency standards are different to the fitness to practice standards that exist in certain professions such as teaching, social work and medicine.
2. You are responsible for covering any costs associated in obtaining medical evidence of your disability/ long-term medical or mental health condition. While the Service can provide screenings for a Specific Learning Difference, adjustments and extra support can be arranged only after a full diagnostic assessment is made. The University is unable to pay for this but, in some cases, can make a contribution to the cost if you make an application to the Access to Learning Fund. You may also be entitled to government allowances (e.g. DSA). You are strongly advised to contact the DDS for help with funding applications.
3. If you have a disability, long-term medical or mental health condition or a Specific Learning Difference, please contact DDS as soon as possible as we are not usually able to arrange adjustments to teaching and assessments at short notice. DDS require medical evidence of your condition/a full diagnostic assessment at least 5 weeks (25 working days) before the start of the relevant exam period. This is to ensure our Advisers have sufficient time to assess your requirements and communicate them to our Assessment and Conferment Office, who then implement any special exam arrangements to which you are entitled.
4. It is your responsibility to update us if your condition changes. We need to know this in order to assess if there is any additional support you need – so please do stay in touch with us throughout your course.

For further information: [www.londonmet.ac.uk/dyslexia-disabilities](http://www.londonmet.ac.uk/dyslexia-disabilities)

## **6.13 Enrolment and Re-enrolment**

Enrolment is an annual process. The first time you enrol you will need to provide evidence of your identity. You will also need to pay your tuition fees or demonstrate how these will be paid.

The University ID card you receive at enrolment contains your library number and computer network username and allows entry to the University's buildings. Provided you fully completed the enrolment requirements your card should work throughout the year. If it stops working then please seek advice from your Student Hub.

If you are studying on a part-time basis over more than one academic year or need to return to complete your studies, you will need to re-enrol online usually from around mid-August. Re-enrolment is necessary for your ID card to be reactivated for the new academic year. There will be a deadline for this so it is important that you complete this before the start of the next academic year.

International students will need to re-enrol in person every year with the Visa Compliance Team.

## **6.14 Examination Papers**

Most past examination papers, except those for the summer reassessment period, are available online at: [www.londonmet.ac.uk/coursework-exams](http://www.londonmet.ac.uk/coursework-exams)



In some cases sample rather than actual papers are provided.

### **6.15 Examination Timetable**

Examination periods are detailed in the Postgraduate Academic Year found at the beginning of this Course Handbook. The examination timetable is published three weeks prior to the start of the examination period at: [www.londonmet.ac.uk/examtrack](http://www.londonmet.ac.uk/examtrack)

### **6.16 Evision**

Evision is the University's online facility that allows you to access your personal student record, and is where you print your coursework coversheets and other forms that you may need. You also re-enrol via Evision and view information showing your attendance at classes. You can view your:

- Personal and contact details (can be updated online)
- Registered modules
- Enrolment and progression
- Record of coursework deadlines and submissions
- Mitigating Circumstances and appeals decisions
- Module results (available from notified date of publication)
- Details of final award

For more information please check: [www.londonmet.ac.uk/evision](http://www.londonmet.ac.uk/evision)

### **6.17 ICT Services**

The University has a number of computer studios, offering both specialist and general-purpose software, running mainly on PCs, but some on Apple Macs. ICT facilities can only be accessed through using individually assigned IDs and passwords. General-purpose PC and Mac studios are provided and supported by IT support staff. Most are open-access to students except when booked for teaching.

Many open access PCs and Apple Macs are available in the libraries for students to use.

Support is provided throughout the day through dedicated onsite teams, with Student Helpdesks in the libraries in Holloway and Aldgate. Telephone support is available evenings and weekends every day of the year.

Details can be found on the support webpage: <http://student.londonmet.ac.uk/it-and-technical-support/>  
The University has an Acceptable Use Policy which applies without exception to all users of the University's ICT facilities. The policy can be downloaded at: <http://www.londonmet.ac.uk/aup>

### **6.18 International Student Advice Service**

The Immigration and International Student Advice Team at London Metropolitan University are here to assist international students and staff on subjects relating to UK immigration and sponsorship by providing expert advice and comprehensive support on a range of matters including visas and immigration. You can contact the Advice Service by

Email on [adviceinternational@londonmet.ac.uk](mailto:adviceinternational@londonmet.ac.uk)

Telephone 0207 133 3317

In person by booking an appointment – call 02071333317

<http://www.londonmet.ac.uk/international/international-advice/>

### **6.19 Libraries and Special Collections**

You have access to our two libraries located at Aldgate and Holloway Road. Both libraries house plenty of

The electronic resources include e-journals, e-books, and databases, which are also accessible outside the University, via the library catalogue at:

<http://catalogue.londonmet.ac.uk/>

The libraries have open access networked PCs and printing and copying facilities to support your studies. In designated areas you can get wireless access to the Internet using your own laptop. All the libraries offer group and silent learning zones and there are group study rooms which can be booked. To save you time, there are many self-service facilities including borrowing and returning items, renewals and reservations. The web based catalogue is easy to use and can be accessed both on and off campus.

The TUC Library Collections is the major research library for the study of all aspects of trade unions and collective bargaining with both historical and contemporary coverage. Users are advised to make an appointment before their visit. The collections are available for reference only. To make an appointment [email: tuclib@londonmet.ac.uk](mailto:tuclib@londonmet.ac.uk)

Information on all of our services, library opening hours, borrowing rights, resources and contacts can be found at: [www.londonmet.ac.uk/library](http://www.londonmet.ac.uk/library)

## 6.20 Marking and grades

The University provides you with marks and grades for the work that you submit for assessment. The detailed requirements of assessment in each module are specified in Module Booklets, together with indicative assessment criteria associated with different levels of performance and results. Each component of assessed work is assigned a percentage mark with a pass/fail threshold at 50%. At postgraduate level degrees are awarded according to the overall average mark obtained for all modules and the dissertation, with classification thresholds for each grade of award as follows:

70% and above Masters degree with Distinction

60% - 69.99% Masters degree with Merit

50% - 59.99% Masters degree

0% - 49.99% Fail

At the end of each semester, module results and awards are confirmed by Assessment Boards (Subject Standards Boards and Awards Boards). Assessment Boards uphold the academic standards of your course and ensure that each student is treated fairly and equally through the assessment process.

## 6.21 Mitigating Circumstances

The Mitigating Circumstances process is for students who have exceptional, unforeseen circumstances which prevent them from attending an examination or which prevented them submitting coursework (please refer to 6.9 above on the separate **coursework extension** process). If you need to make a claim, independent supporting evidence is required and, if accepted, this will allow you an opportunity to redo the exam/resubmit the coursework without penalty i.e. without capping of the mark. The deadline for the submission of claims is four weeks from the date of the assessment concerned (i.e. the examination date or submission deadline).

Claims for mitigating circumstances must be submitted, together with evidence, to your Student Hub on the appropriate form. Further information and the Mitigating Circumstances Form is available at: [www.londonmet.ac.uk/mitigation](http://www.londonmet.ac.uk/mitigation)

## 6.22 Mode of Study

Your mode of study is determined by the University based on the number of modules that you have registered for a particular semester. While students are permitted to change their mode of study at the end of an academic year, they must be clearly registered as either **full-time** or **part-time** for each enrolment period. This is because the funds allocated to the University by the Higher Education Funding Council (England) relate to the number of students registered in each mode.

You should be aware that a change in mode of study is a formal University process and you should therefore seek advice from your Student Hub or Student Services before making any decision.

### 6.23 Printing and Photocopying

Dual purpose self service photocopiers/printers are available around the university campus and are available in all libraries. Your print account can be used to pay for photocopying and printing. Once a print job is sent you can release the job on any FollowMe printer in the university using your ID card to authenticate, they are not site specific.

Please note that print jobs remain active for only 24 hours after they are submitted. Instructions on printing and photocopying are available here: <https://intranet.londonmet.ac.uk/iss/students/printing-photocopying-and-scanning-for-students.cfm>

You can credit your printing account online using a debit or credit card or you can use the money loaders to top up your balance. This means you need to use your LondonMet ID card to add money to your printing, photocopying and scanning account. Please note that the money loaders do not give change

### 6.24 Progression

At the end of each year the University considers the performance of each student and decides whether they have passed sufficient modules to be able to move to the next level of their course. Failure in modules, particularly failure due to non-submission of coursework or non-attendance at an exam is likely to have serious consequences for progression through your course. In some cases, students who cannot progress will have the opportunity to repeat modules that they have failed, **but a full time student who fails more than 60 credits in a year and who does not pass at reassessment will be required to undertake a review of their academic performance and may be counselled to leave the course.**

Any failure to progress is likely to delay your graduation and will lead to you incurring extra debt; for Tier 4 students this could also affect your sponsorship by the University. For this reason, students who think they may be unable to attempt assessment should seek advice from their Student Hub or Personal Academic Tutor as soon as possible. International students should also contact the International Student Advice Team [adviceinternational@londonmet.ac.uk](mailto:adviceinternational@londonmet.ac.uk) for advice on possible implications for their Tier 4 visa.

### 6.25 Publication of Results and Transcripts

Your marks will be formally confirmed at the end of the academic year, once they have been confirmed by the Assessment Board for your subject. Marks are published via Evision: [www.londonmet.ac.uk/evision](http://www.londonmet.ac.uk/evision)

An official transcript will be posted to you at your home address on the completion of your course, together with your award certificate. There is no charge for either your end of course transcript or your original award certificate, but if your certificate is lost you will need to pay a fee for a replacement. Since certificates are posted out to your registered home address, it is essential that you keep your home address updated in the University's records system.

For reason of employment, or to provide proof of study at the University during your course, you may need a formal transcript, stamped by your Student Hub. There is a fee for these transcripts, payable at the time of request. Requests should be made you Student Hub, who aim to produce transcripts within 5 working days of request. You can also print a copy of your results from Evision and your Student Hub will stamp it to confirm it is valid.

### 6.26 Reassessment

If you pass after reassessment the component concerned will be capped at **50%**. (See also section 6.20 above)

### **6.27 Retaking a Module**

If, after reassessment, you still have not passed a module, you may need to re-register and to take the whole module again. You are only permitted to re-register any module on one occasion and a fee maybe charged for re-registrations.

However, you should note that there are limits on the number of modules you can register to gain your degree. If you repeat too many modules it will affect your funding, your ability to continue on your course and, if you are an international student, your right to remain in the UK.

### **6.28 Student Conduct**

Students who commit acts of general misconduct (i.e. in relation to their behaviour as opposed to academic misconduct such as plagiarism or cheating) are subject to the University's disciplinary procedures which can be found at [www.londonmet.ac.uk/conduct](http://www.londonmet.ac.uk/conduct)

### **6.29 Student and Staff Charters**

Our Student and Staff charters are the means in which we articulate our values into reciprocal commitments to enhance practice and improve our learning environment. Our charters have been developed in partnership with students and staff and help us to keep at the cutting edge of new means of working to enhance your experience as a student.

For further information please access: [www.londonmet.ac.uk/charters](http://www.londonmet.ac.uk/charters)

### **6.30 Student Services**

The Department of Student Services provides a range of specialist advice, information, guidance and personal counselling to support you in achieving your academic aims. We provide services related to:

- Academic Issues
- Student Funding, Finance and Debt
- Counselling & Personal Development
- Personal and Emotional wellbeing
- Faith and Spirituality
- Physical and Mental-Health related disabilities
- Specific Learning Differences
- Accommodation

Visit our website [www.londonmet.ac.uk/studentsservices](http://www.londonmet.ac.uk/studentsservices) to find out how we can help you make your time at London Met both enjoyable and successful

### **6.31 Taking a break from your Studies**

We understand that, unfortunately, some students encounter exceptional circumstances resulting in them needing to take a break from their studies. The University has procedures in place to support students who need to take a break from their studies or, in exceptional cases, modify their current programme of studies.

If you are considering taking a break from your studies whilst you are enrolled, you need to seek:

- financial advice from our Student Services team, as any break in studies will count as a year of student funding and you may not be entitled to benefits in the period you are not studying; and,
- academic advice from your Course Leader to ensure that there are no academic impediments which could impact upon your return to studies.

If you are a Tier 4 student, a break from your studies will have immigration implications that could be costly if you do not understand them fully; therefore you must seek advice from the International Student Advice Team before making your decision ([adviceinternational@londonmet.ac.uk](mailto:adviceinternational@londonmet.ac.uk))

If you fail or do not attempt a component of assessment you will be provided with one reassessment

Please think carefully about whether taking a break from your studies is right for you and please do contact your Student Hub for help and guidance, as during an approved break you will not be eligible to sit examinations, submit coursework or undertake any other form of assessment.

Further information, including the deadlines to request a break, arrangements for refund of tuition fees and the Request Form, which **must** be completed prior to the commencement of your break in studies, are available at:

[www.londonmet.ac.uk/takingabreak](http://www.londonmet.ac.uk/takingabreak)

**The maximum break permitted is one year and the maximum period in which to qualify for a postgraduate degree (including any agreed breaks) is three years.**

**If you leave without prior approval you are at risk of being deemed to have withdrawn from your course and, as such, not allowed to recommence at a later date.**

### **6.32 Terms and Conditions/Student University Relationship**

When you join London Metropolitan University as a student you and the University form a formal relationship and you become a member of our academic community. Our Regulations (the Academic Regulations, the General Student Regulations and Course Specific Regulations and Specifications) published at: [www.londonmet.ac.uk/regulations](http://www.londonmet.ac.uk/regulations) govern the relationship between you the University and it is your responsibility to read and understand this important information. If there are aspects of the Regulations you do not understand please contact the University Secretary's Office.

**Please note the University also has an additional set of regulations for International students (included in the General Student Regulations. If you are an International student it is important that you read these**

### **6.33 Visa Compliance**

The Visa Compliance team is responsible for monitoring all international students, and in particular those who are studying in the UK on a Tier 4 student visa. The team will regularly monitor:

- Visa expiry dates
- Students who have an immigration application pending with the Home Office
- Passport expiry dates
- Weekly attendance (including students on work placements)
- Changes in student status (intermission, suspension, withdrawal etc.)
- Changes in module registration or course transfers

It is important that you respond to all communication from the Visa Compliance team quickly and as a priority as it could have implications for your UK visa.

If you are unable to attend lectures or scheduled sessions, have questions about your course or are changing your immigration status, please promptly contact the team at [visa.compliance@londonmet.ac.uk](mailto:visa.compliance@londonmet.ac.uk) for further information.

For expert immigration advice please contact the International Student Advice team: [adviceinternational@londonmet.ac.uk](mailto:adviceinternational@londonmet.ac.uk)

### **6.34 Volunteering**

Improve your chances of gaining employment by engaging in voluntary activities, which in turn will enable you to make useful contacts and gain valuable experience. The student development and volunteering programme, run by Reach, includes: voluntary work experience, mentoring young people, volunteering overseas, tutoring in local schools, community work and career mentoring. Student volunteering is undertaken with statutory agencies or charitable and voluntary bodies. It provides opportunities of a theoretical and practical nature, in fields such as community work, conservation, research, administration, legal, marketing, PR and education. Visit our webpage:

<http://reach.londonmet.ac.uk/home.aspx>

Tier 4 students should check with the International Student Advice Team before volunteering as some types of voluntary work may need to be counted towards your allowed weekly working hours .  
[adviceinternational@londonmet.ac.uk](mailto:adviceinternational@londonmet.ac.uk)

### **6.35 WebLearn . Online module resources**

WebLearn provides online support (or delivery in the case of distance learning) for your modules, enabling you to communicate with your tutor and other students. Course materials, information and some learning activities and/or assessments are available on WebLearn, as well as materials to help you improve your academic and study skills. WebLearn requires your user name and password and can be accessed at:  
<https://bblearn.londonmet.ac.uk>

### **6.36 Withdrawal from a Module**

Normally once you have a registered programme for the academic year it cannot be changed. You have until the end of week 2 to request a withdrawal from a module without academic or financial penalty. After this point you are expected to complete every module registered against your record and to pay any fee due for your registered programme. Please note that withdrawal from a module may affect your mode of attendance. For further information and advice please contact your Student Hub..

Withdrawal from a module is not permitted after **week 2**; students with unforeseen circumstances, which prevent completion of an assessment or a module, should submit a mitigating circumstances claim.

International students holding a Tier 4 visa: Withdrawing from modules or course could have serious implications on your stay in the UK. Before you take any action, please contact the International Student Advice Team for more information: [adviceinternational@londonmet.ac.uk](mailto:adviceinternational@londonmet.ac.uk)

## Section 7 The Key Features of your Course

### 7.1 Course Specification

Please note that any option modules listed are only indicative at this stage and the University cannot guarantee that they will be offered in subsequent years.



## LONDON METROPOLITAN UNIVERSITY

### Course Specification template

The University's course specification template has been developed to fulfil three main functions; it shall act:

- as a source of information for **students** and prospective students seeking an understanding of a course and as a basis for gaining feedback on the extent to which the opportunities for learning were successful in promoting the intended outcomes
- to ensure that there is clarity concerning the aims and intended learning outcomes for the course for the **University** during the approval and periodic review process
- to provide information for **external examiners, professional, statutory and regulatory bodies and employers** as to the skills and other transferable abilities developed by the course

Section One: ABOUT THE COURSE			
1	Name of course and highest award	MSc Medical Genomics	
2	Level of highest award ( <i>according to FHEQ</i> )	<i>Level 7 (PG)</i>	
3	Awarding/validating institution	London Metropolitan University	
4	Teaching institution		
5	Possible Interim Awards	PgCert, PgDip	
6	Total credit for course ( <i>for highest award</i> )	180	
7	The Faculty responsible	<i>Life Sciences</i>	
8	Validated mode of attendance and intake	September start	FT or PT
		January start	FT or PT
9	About the course and its strategy towards teaching and learning. <i>Please include details of access to learning facilities, including flexible/open learning spaces within the Faculty.</i>		
	MSc Medical Genomics course is designed to promote a deep understanding of the rapidly evolving field of genetics and genomics as applied to human health and disease. Students will develop knowledge and skills, which will equip them for future careers in medical genomics and related areas. The course will foster students to become effective learners/practitioners by developing a variety of personal skills and capabilities.		
	Emphasis will be placed on self-directed and problem based learning within a lecture/tutorial/practical framework. Students will explore case studies and real genomic data to promote high level reasoning in a professional context and to enhance a comprehensive and critical understanding of the existing state of knowledge in medical genetics. Students will gain intellectual and practical skills necessary for the collection, analysis, interpretation and understanding of scientific data through practical exercises, IT exercises and a research project.		

	<p>Tutorial exercises and progress tests/quizzes will be used to provide students with feedback on their progress. Summative assessment of students' knowledge base and their understanding will be incorporated into formal in-course tests, reports, extended essays, examinations, presentations completed during or at the end of each module together with a report, a dissertation and an oral examination for the research project. Formative assessment of students' approach to literature research is incorporated in group activities and project seminars.</p> <p>Students have access to the innovative Graduate Centre to meet and discuss their courses. The Islington campus library has undergone a successful refurbishment and extended opening hours, offering specialised group study areas as well as access to a comprehensive range of textbooks, journals and online learning resources. There are also a number of new open areas in the tower building offering well equipped study areas with access to IT facilities with several terminals at each one and ubiquitous wifi access.</p> <p>Practical and data-mining IT skills are an essential part of the MSc course and students have access to the unparalleled facilities in the Science Centre Teaching Laboratory. Practical classes and IT sessions are designed to reinforce the knowledge from the lectures and tutorials. The course aims to promote a good knowledge-skills balance of laboratory, IT, and theory. The Science Centre also provides an excellent facility to carry out the final research project. MSc project assessment will culminate in the presentation of a dissertation and a viva exam/poster defence, which also explores knowledge and understanding.</p>
10	<p><i>Course aims. Course aims are broad statements of intent and should be written to show how the content of the course meets the aims. Where a course sits within a framework the course aims should incorporate framework aims.</i></p> <p>The Postgraduate taught Medical Genomics programme aims to:</p> <ul style="list-style-type: none"> <li>· provide a programme of advanced study for graduates that will equip them for future careers in medical genomics including genetics and related areas;</li> <li>· foster intellectual skills necessary to develop a critical and comprehensive understanding of the scientific principles, informatics and ethical frameworks that underlie the theory and practice of medical genomics;</li> <li>· develop skills for the collection, analysis, interpretation and understanding of scientific data;</li> <li>· provide practical opportunities in a multidisciplinary environment;</li> <li>· enable students to become effective learners/practitioners by developing a variety of personal skills and capabilities</li> </ul>
11	<p><i>Course learning outcomes. Learning outcomes are statements of what a student is expected to understand or be able to do after completing the process of learning.</i></p> <p><b>Knowledge and understanding</b></p> <p>By the end of the course the student is expected to have developed:</p> <ul style="list-style-type: none"> <li>· an advanced systematic and critical knowledge of the theoretical aspects of scientific topics studied and an awareness of current issues and insights;</li> <li>· the ability to apply the use of bio-informatic databases and software to problems in medical genomics;</li> <li>· the ability to understand ethical implications of advances in genetics and genomics and their impact on medical practice;</li> </ul> <p><b>Cognitive/intellectual skills</b></p> <p>By the end of the course the student is expected to have developed higher-level skills that are reflected in their ability to:</p> <ul style="list-style-type: none"> <li>· assimilate information and develop ideas on issues, methodologies or disease processes with the context of medical genomics;</li> <li>· formulate, and devise a test for, a hypothesis within a medical genomics context;</li> <li>· extract knowledge from informatics data;</li> </ul>



- critically evaluate material on a complex genetic topic in order to present an informed and balanced review;
- plan the execution of an extensive research project and assessing the outcome (MSc only).

### Transferable Skills

By the end of the course the student is expected to be able to:

- communicate effectively verbally, in writing, and by electronic means;
- implement an advanced information search, extract relevant information and interpret that information, drawing conclusions from and recognising the limitations of the available data;
- carry out rational and balanced debate of complex biomedical issues;
- demonstrate individual initiative, organisation and the capacity for independent learning;
- display the interpersonal skills required to work in a scientific, particularly laboratory, based environment;
- employ a full range of investigative skills which can be applied to any set task;
- use analytical and reviewing skills in order to produce accurate summaries based on a body of literature.

### Subject-specific Practical Skills

*It should be remembered that the term "practical skills" in relation to the experimental sciences has a specific meaning related to performance in experimental work carried out in the laboratory.*

Students should be able to demonstrate development of practical skills, through

- experience of advanced or novel practical methodologies;
- application of knowledge to practical problems, including test selection and the design of appropriate experimental protocols with due regard to safety and quality control issues;
- experience of IT software and databases eg in gene and genome analysis, genetic disease, epidemiology and in searching biological and medical literature;
- comprehension and application of quantitative analysis in genetics;
- organisation and execution of practical work in an extensive Research Project (MSc only).

12 Indicative learning and teaching hours for the course. *Learning hours comprise face-to-face and virtual contact hours plus self-managed and directed learning and time spent on placements. Please give an indication of the percentage of anticipated learning hours for the course at each level, taking into account core modules and indicative options. Students should note that these figures may change depending on the exact combination of options taken.*

Method		Description and percentage of learning hours
Scheduled learning and teaching activities	Level 3	
	Level 4	
	Level 5	
	Level 6	
	Level 7	324 hours
Guided independent studies	Level 3	
	Level 4	
	Level 5	
	Level 6	
	Level 7	1243 hours
Workplace observation/Placement/field-trips/study abroad	Level 3	
	Level 4	
	Level 5	
	Level 6	
	Level 7	
<b>TOTAL LEARNING HOURS FOR THE COURSE</b>		1800

13 Describe the arrangements for promoting reflective learning/personal development planning on this course

During the induction phase of the programme students will be introduced to structured reflection on their development of postgraduate skills which constitute much



	Transfer of credit is also possible. An applicant who can demonstrate knowledge and skills at postgraduate level equivalent to up to one third of the MSc, PGDip or PGCert required modules may apply, through the Department's APEL (Accreditation of Prior Experiential Learning) Coordinator, for appropriate transfer of credit. Students are advised to discuss eligibility for credit with the Pathway Leader before completing a Credit Application Form.
22	<p>Details of organised work experience, work based learning, sandwich year or year abroad available during the course <i>(if applicable)</i></p> <p>Not applicable</p>
23	<p>Other external links providing expertise/experience available during the course</p> <p>External speakers are utilised to enhance delivery and maintain currency of laboratory practice within the fields studied on this course. Members of academic staff come from appropriate research backgrounds.</p>
24	<p>Arrangements on the course for careers education, information and guidance</p> <p>The resources of the Careers Service are available to all students, who, as Postgraduates, may already be pursuing defined career goals. Students are also made aware of the advantages of membership of the British Society for Genetic Medicine, Genetics Society or Royal Society of Biology, their careers information and the employment opportunities advertised on their websites.</p>
25	<p>Career, employability and opportunities for continuing professional development. <i>Around 35 words, written in language which is as accessible as possible to a lay audience, to be used for marketing purposes. Should include examples of potential career destinations and how the skills and abilities gained through the course contribute to career development.</i></p> <p>Postgraduates in medical genomics are equipped to take up employment in genomic and genetic research, in a clinical or biopharmaceutical context. They could also pursue careers in medical research, in hospital and public health laboratories. The analytical, numerical and communication skills developed on the course are also in demand in non-science based careers such as journalism and marketing.</p>

<b>Section Two: COURSE STRUCTURE AND ASSESSMENT</b>						
26	<b>Course assessment strategy</b>					
	<p>Students are assessed through a variety of methods including problem solving exercises, in-class tests, quizzes, data analysis, practical reports, case studies, oral/poster presentation, extended essays, examinations, research project interim report, oral examination and dissertation.</p> <p>Practical skills are summatively assessed through the coursework assignments, including those in the final Project module. Data handling skills are summatively assessed by, practical reports, problem solving exercises, information abstracting and reviewing exercises, oral presentations and examinations.</p> <p>Formative assessments include group activities in tutorial classes, pre-laboratory exercises and project workshops.</p>					
27	<b>Course Structure Diagram</b>					
	<b>Level Seven Autumn Entry: Autumn</b>					
	<b>Semester</b>	<b>Code</b>	<b>Title</b>	<b>Status</b>	<b>Credits</b>	<b>Notes</b>
	Autumn or Spring (15 weeks)	MS7120	Fundamentals of Genetics and Genomics	Core	20	
	Autumn Period (15 weeks)	BM7047	Molecular Oncology	Option (Subject Related)	20	
	Autumn Period (15 weeks)	MS7042	Biomedical Diagnostics	Option (Subject-Related)	20	
	Autumn Period (15 weeks)	MS7001	Scientific Frameworks for Research	Core	20	
	Autumn Period (15 weeks)	BM7008	Ethical Issues in Biomedical Science	Core	20	
	Autumn Period (15 weeks)	MS7027	Bioinformatics and Molecular Modelling	Option (Subject related)	20	
	<b>Level Seven Autumn entry: Spring</b>					
	<b>Semester</b>	<b>Level Seven Autumn entry: Spring</b>	<b>Module Title</b>	<b>Status</b>	<b>Credits</b>	<b>Notes</b>
	Spring Period (15 weeks)	BM7037	Medical Genetics	Core	20	
	Spring Period (15 weeks)	BM7009	Epidemiology of Emerging Infectious Disease	Option (Subject-Related)	20	
	Spring Period (15 weeks)	BM7004	Advanced Immunology	Option (Subject Related)	20	
	Spring Period (15 weeks)	MS7036	Biomedical Informatics	Core	20	
	Summer Period (15 weeks)	MS7P40	Research Project for Medical Genomics	Core	60	

Level Seven Spring Entry: Spring					
	Code	Title			
Spring Period (15 weeks)	MS7120	Fundamentals of Genetics and Genomics	Core	20	
Spring Period (15 weeks)	BM7037	Medical Genetics	Core	20	
Spring Period (15 weeks)	MS7036	Biomedical Informatics	Core	20	
Spring Period (15 weeks)	MS7P40	Research Project for Medical Genomics	Core	60	Taken in spring semester of
Level Seven Spring Entry: Autumn					
Semester			Status	Credits	Notes
Autumn Period (15 weeks)	BM7047	Molecular Oncology	Option (Subject Related)	20	
Autumn Period (15 weeks)	BM7008	Ethical Issues in Biomedical Science	Core	20	
Autumn Period (15 weeks)	MS7001	Scientific Frameworks for Research	Core	20	
Autumn Period (15 weeks)	MS7027	Bioinformatics and Molecular Modelling	Option (Subject Related)	20	
Autumn Period (15 weeks)	MS7042	Biomedical Diagnostics	Option (Subject Related)	20	
28	Mapping matrix of modules delivering the course learning outcomes				
	Course learning outcome (list all)	Met by module aim/learning outcome (list all relevant module titles)			
	An advanced systematic knowledge of the theoretical aspects of scientific topics studied, and an awareness of current issues and insights.	MS7120 Fundamentals of Genetics and Genomics MS7001 Scientific Framework for Research MS7027 Bioinformatics and Molecular Modelling MS7036 Biomedical Informatics MS7042 Biomedical Diagnostics BM7008 Ethical Issues in Biomedical Science BM7009 Epidemiology of Emerging Infectious Disease BM7037 Medical Genetics BM7047 Molecular Oncology			
	The ability to apply the use of bio-informatic databases and software to problems in medical genomics.	MS7120 Fundamentals of Genetics and Genomics MS7027 Bioinformatics and Molecular Modelling MS7036 Biomedical Informatics BM7037 Medical Genetics			
	The ability to understand ethical implications of advances in genetics and genomics and their impact on medical practice.	MS7120 Fundamentals of Genetics and Genomics BM7008 Ethical Issues in Biomedical Science MS7042 Biomedical Diagnostics			

The ability to design and plan a research relevant to medical genomics.	MS7001 Scientific Framework for Research MS7P40 Research project
Assimilate information and develop ideas on issues, methodologies or disease processes with the context of medical genomics	MS7120 Fundamentals of Genetics and Genomics MS7036 Biomedical Informatics BM7037 Medical Genetics BM7047 Molecular Oncology BM7004 Advanced
Formulate, and devise a test for, a hypothesis within a medical genetics	MS7P40 Research project
Extract knowledge from informatics data.	MS7027 Bioinformatics and Molecular Modelling MS7036 Biomedical Informatics
Critically evaluate material on a complex genomics topic in order to present an informed and balanced review.	MS7036 Biomedical Informatics BM7037 Medical Genetics <del>MS7P40 Research project</del>
Plan the execution of an extensive research project and assessing the outcome (MSc only).	MS7P40 Research project
Communicate effectively verbally, in writing, and by electronic means.	MS7120 Fundamentals of Genetics and Genomics MS7001 Scientific Framework for Research MS7027 Bioinformatics and Molecular Modelling MS7036 Biomedical Informatics MS7042 Biomedical Diagnostics BM7008 Ethical Issues in Biomedical Science BM7009 Epidemiology of Emerging Infectious Disease BM7037 Medical Genetics BM7047 Molecular Oncology BM7004 Advanced
Implement an advanced information search, extract relevant information and interpret that information, drawing conclusions from and recognising the limitations of the available data.	MS7036 Biomedical Informatics MS7042 Biomedical Diagnostics BM7009 Epidemiology of Emerging Infectious Disease BM7037 Medical Genetics BM7047 Molecular Oncology BM7004 Advanced Immunology MS7P40 <del>Research project</del>
Carry out rational and balanced debate of complex biomedical issues.	BM7008 Ethical Issues in Biomedical Science
Demonstrate individual initiative, organisation and the capacity for independent learning.	MS7120 Fundamentals of Genetics and Genomics MS7001 Scientific Framework for Research MS7027 Bioinformatics and Molecular Modelling MS7036 Biomedical Informatics MS7042 Biomedical Diagnostics BM7004 Advanced Immunology BM7008 Ethical Issues in Biomedical Science BM7009 Epidemiology of Emerging Infectious Disease BM7037 Medical Genetics BM7047 Molecular
Display the interpersonal skills required to work in a scientific, particularly laboratory, based environment.	MS7042 Biomedical Diagnostics BM7037 Medical Genetics <del>MS7P40 Research project</del>
Employ a full range of investigative skills which can be applied to any set task.	MS7P40 Research project
Use analytical and reviewing skills in order to produce accurate summaries based on a body of literature.	MS7036 Biomedical Informatics MS7042 Biomedical Diagnostics BM7009 Epidemiology of Emerging Infectious Disease BM7037 Medical Genetics MS7P40 Research project

	Experience of advanced or novel practical methodologies.	MS7027 Bioinformatics and Molecular Modelling MS7036 Biomedical Informatics MS7042 Biomedical Diagnostics BM7047 Molecular Oncology BM7004 Advanced
	The application of knowledge to practical problems, including test selection and the design of appropriate experimental protocols with due regard to safety and quality control	MS7P40 Research project
	Experience of IT software and databases eg in gene and genome analysis, genetic disease, epidemiology and in searching biological and medical literature.	MS7120 Fundamentals of Genetics and Genomics MS7001 Scientific Framework for Research MS7027 Bioinformatics and Molecular Modelling MS7036 Biomedical Informatics MS7042 Biomedical Diagnostics BM7009 Epidemiology of Emerging Infectious Disease BM7037 Medical Genetics BM7047 Molecular Oncology BM7004 Advanced
	Comprehension and application of quantitative analysis in genetics.	MS7001 Scientific Frameworks for Research MS7036 Biomedical Informatics
	The organisation and execution of practical work in an extensive Research Project (MSc only).	MS7P40 Research project
29	Which modules are core-compulsory and thus required to be taken to gain specific awards? <i>Please specify if there are any combinations of modules that a student is required to take to gain either the highest level of award or one of the interim awards listed in section3.</i>	
	MS7120 Fundamentals of Genetics and Genomics BM7037 Medical Genetics and Genomics MS7P40 Research project MS7001 Scientific Framework for Research BM7008 Ethical Issues in Biomedical Science MS7036 Biomedical Informatics	

### Section Three: COURSE SPECIFIC REGULATIONS

30	<i>Courses shall conform to both framework and University Academic Regulations. Where a course in addition has course specific regulations which have been formally approved by the University, these should be included below.</i>	
	<p>This course shares modules with Biomedical Science which are approved by the IBMS.</p> <p>BM7037 Medical Genetics and Genomics MS7P40 Research project MS7001 Scientific Framework for Research BM7008 Ethical Issues in Biomedical Science BM7004 Advanced Immunology MS7036 Biomedical Informatics MS7042 Biomedical Diagnostics MS7027 Bioinformatics and Molecular Modelling</p>	

<b>Section Four: OFFICIAL USE AND CODES</b> . responsibility for completion is as indicated		
31	(Faculty) Course Leader at time of approval	Una Fairbrother
32	(Faculty) Source of funding	<i>[click to select source of funding 1]</i>
		<i>[click to select source of funding 2]</i>
		<i>[click to select source of funding 3]</i>
		<i>Other: please complete as appropriate</i>
33	(QEU) Original date of approval	
34	(QEU) Course approved to run from	
35	(QEU) Course specification version number	
36	(QEU) Revision date (specify cohort)	
37	(Academic Registry) London Met course code	
38	(Academic Registry) Route code	
39	(Planning Office) JACS code <sup>1</sup>	



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<b>Academic appeals</b>	<a href="http://www.londonmet.ac.uk/appeals">www.londonmet.ac.uk/appeals</a>
<b>Academic Regulations</b>	<a href="http://www.londonmet.ac.uk/academic-regulations">www.londonmet.ac.uk/academic-regulations</a>
<b>Coursework and Examinations</b>	<a href="http://www.londonmet.ac.uk/coursework-exams">www.londonmet.ac.uk/coursework-exams</a>
<b>Exam timetable</b>	<a href="http://www.londonmet.ac.uk/examtrack">www.londonmet.ac.uk/examtrack</a>
<b>Evision</b>	<a href="http://www.londonmet.ac.uk/evision">www.londonmet.ac.uk/evision</a>
<b>IT and Media Services</b>	<a href="http://student.londonmet.ac.uk/it-and-technical-support/">http://student.londonmet.ac.uk/it-and-technical-support/</a>
<b>International Student Advice</b>	<a href="http://www.londonmet.ac.uk/international/international-advice/">http://www.londonmet.ac.uk/international/international-advice/</a>
<b>Library Catalogue</b>	<a href="http://catalogue.londonmet.ac.uk/">http://catalogue.londonmet.ac.uk/</a>
<b>Mitigating Circumstances</b>	<a href="http://www.londonmet.ac.uk/mitigation">www.londonmet.ac.uk/mitigation</a>
<b>Module Catalogue</b>	<a href="https://intranet.londonmet.ac.uk/module-catalogue/">https://intranet.londonmet.ac.uk/module-catalogue/</a>
<b>Postgraduate Course Information</b>	<a href="http://www.londonmet.ac.uk/pg-course-information">www.londonmet.ac.uk/pg-course-information</a>
<b>Professional Service Departments</b>	<a href="http://www.londonmet.ac.uk/services">www.londonmet.ac.uk/services</a>
<b>Programme Planning (Module Registration)</b>	<a href="http://www.londonmet.ac.uk/pg-course-information">www.londonmet.ac.uk/pg-course-information</a>
<b>Student Charter</b>	<a href="http://www.londonmet.ac.uk/student-charter">www.londonmet.ac.uk/student-charter</a>
<b>Student Hubs (first-stop shop for students)</b>	<a href="http://www.londonmet.ac.uk/studenthubs">www.londonmet.ac.uk/studenthubs</a>
<b>Student Services</b>	<a href="http://www.londonmet.ac.uk/student-services">www.londonmet.ac.uk/student-services</a>
<b>Student Study Hub (learning skills resources)</b>	<a href="http://www.londonmet.ac.uk/studyhub">www.londonmet.ac.uk/studyhub</a>
<b>Student Zone</b>	<a href="http://student.londonmet.ac.uk/">http://student.londonmet.ac.uk/</a>
<b>Timetable information</b>	<a href="http://www.londonmet.ac.uk/pg-course-information">www.londonmet.ac.uk/pg-course-information</a>
<b>Weblearn</b>	<a href="https://bblearn.londonmet.ac.uk">https://bblearn.londonmet.ac.uk</a>
<b>University Rules and Regulations</b>	<a href="http://www.londonmet.ac.uk/rules-and-regulations">www.londonmet.ac.uk/rules-and-regulations</a>