Course handbook

BA (Hons) Photojournalism

For admission to certificate level in 2017/18
# Undergraduate academic year 2017-2018

<table>
<thead>
<tr>
<th>Activity</th>
<th>Starts</th>
<th>Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome programme (enrolment/induction)</td>
<td>25 September 2017</td>
<td>-</td>
</tr>
<tr>
<td>Autumn semester and year-long modules begin</td>
<td>Week commencing 2 October 2017</td>
<td></td>
</tr>
<tr>
<td>Teaching (autumn term)</td>
<td>2 October 2017</td>
<td>15 December 2017</td>
</tr>
<tr>
<td>Christmas vacation</td>
<td>18 December 2017</td>
<td>5 January 2018</td>
</tr>
<tr>
<td>Teaching (spring term)</td>
<td>8 January 2018</td>
<td>23 March 2018</td>
</tr>
<tr>
<td>Examinations for autumn semester modules</td>
<td>22 January 2018</td>
<td>2 February 2018</td>
</tr>
<tr>
<td>Spring semester modules begin</td>
<td>Week commencing 5 February 2018</td>
<td></td>
</tr>
<tr>
<td>Easter vacation</td>
<td>26 March 2018</td>
<td>6 April 2018</td>
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<tr>
<td>Teaching (summer term)</td>
<td>9 April 2018</td>
<td>1 June 2018</td>
</tr>
<tr>
<td>Examinations</td>
<td>14 May 2018</td>
<td>1 June 2018</td>
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<tr>
<td>Reassessment examinations</td>
<td>18 July 2018</td>
<td>2 August 2018</td>
</tr>
<tr>
<td>Reassessment coursework deadline</td>
<td>3pm on 30 July 2018</td>
<td></td>
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## Dates for January starters

<table>
<thead>
<tr>
<th>Activity</th>
<th>Starts</th>
<th>Ends</th>
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<tbody>
<tr>
<td>Welcome programme (enrolment/induction for January starters)</td>
<td>29 January 2018</td>
<td>-</td>
</tr>
<tr>
<td>Teaching and assessment programme for January starters</td>
<td>5 February 2018</td>
<td>23 March 2018</td>
</tr>
<tr>
<td>Examinations (for January starters)</td>
<td>9 April 2018</td>
<td>3 August 2018</td>
</tr>
<tr>
<td>Reassessment period (for January starters)</td>
<td>23 July 2018</td>
<td>3 August 2018</td>
</tr>
<tr>
<td>Reassessment coursework deadline</td>
<td>6 September 2018</td>
<td>12 September 2018</td>
</tr>
</tbody>
</table>

## Undergraduate term dates

<table>
<thead>
<tr>
<th>Term</th>
<th>Starts</th>
<th>Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn</td>
<td>25 September 2017</td>
<td>15 December 2017</td>
</tr>
<tr>
<td>Spring</td>
<td>8 January 2018</td>
<td>23 March 2018</td>
</tr>
<tr>
<td>Summer</td>
<td>9 April 2018</td>
<td>8 June 2018</td>
</tr>
</tbody>
</table>

In addition to these fixed dates, please note the following events during the year:

- **April/May**: Confirmation of modules to be taken in the next academic year. Publication of exam timetable for the May exam period.
- **June/July**: Publication of module results. Publication of reassessment exam timetable. Continuing students may print off a record of their modules and results from Evision; official certified transcripts available on request from the Student Hubs (fee payable). All students completing their award will be sent official transcripts.
- **August**: Instructions for re-enrolment sent to continuing students.
- **September**: Publication of results of July reassessments or late assessments.
<table>
<thead>
<tr>
<th><strong>KEY CONTACTS</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Leader:</strong></td>
<td>Victoria Neumark-Jones</td>
</tr>
<tr>
<td><strong>Course Leader’s Office:</strong></td>
<td>BP1-23, Green Zone, Holloway Campus</td>
</tr>
<tr>
<td><strong>Main Teaching Location:</strong></td>
<td>Tower Complex, Holloway Road</td>
</tr>
<tr>
<td><strong>Academic Tutor:</strong></td>
<td>All students will be allocated a member of their course’s core team by their Course Leader shortly after induction</td>
</tr>
<tr>
<td><strong>Student Hub:</strong></td>
<td>Room TM1-89, Blue Zone. E-mail: <a href="mailto:HollowayHub@londonmet.ac.uk">HollowayHub@londonmet.ac.uk</a></td>
</tr>
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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.

<table>
<thead>
<tr>
<th>A London Met student can expect ...</th>
<th>London Met students are expected...</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. to be part of a real community of learning in London with diverse staff and students collaborating and working in partnership</td>
<td>1. to engage with the London Met community of learning in a respectful, honest and constructive manner</td>
</tr>
<tr>
<td>2. to receive excellent education provided by trained, creative and engaging teachers delivering up-to-date courses</td>
<td>2. to be prepared for and attend classes punctually, participate actively and respect the learning rights of other students;</td>
</tr>
<tr>
<td>3. to gain access to real work experience and employment opportunities while studying to prepare you for your future career during your studies</td>
<td>3. to be proactive and take advantage of these career development opportunities</td>
</tr>
<tr>
<td>4. to have your opinions sought to improve teaching and services</td>
<td>4. to tell us how we are doing so we can improve our services for you</td>
</tr>
<tr>
<td>5. to receive coaching, advice and support on issues that are affecting your studies through our Peer Assisted Student Support scheme and other guidance</td>
<td>5. to be proactive and reasonable in seeking out support when you are in need</td>
</tr>
<tr>
<td>6. to find the University welcoming, open and professional in all our dealings with you</td>
<td>6. to be aware of and abide by the University’s regulations and codes of conduct</td>
</tr>
<tr>
<td>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</td>
<td>7. to understand the objectives and purpose of your coursework and exams and plan your studies accordingly</td>
</tr>
<tr>
<td>8. to receive written and/or recorded oral feedback on the first assessed coursework for your module within one week of the submission deadline and within two weeks for subsequent assessed coursework on your module thereafter</td>
<td>8. to hand in your coursework on time, engage in feedback and incorporate it into your subsequent assessments</td>
</tr>
<tr>
<td>9. to encounter innovative teaching using technology and flexible methods of delivery to support students’ busy lives</td>
<td>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</td>
</tr>
<tr>
<td>10. to have access to excellent learning resources, academic support and high quality facilities and services</td>
<td>10. to use a variety of resources available to support your studies</td>
</tr>
<tr>
<td>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</td>
<td>11. to solve problems informally and locally first before using the formal University procedures</td>
</tr>
<tr>
<td>12. to have access to a wide range of societies, events and sports activities facilitated by the University and the Students Union</td>
<td>12. to take advantage of opportunities afforded by University life, the Students’ Union and/or networks of peers</td>
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UNDERGRADUATE ACADEMIC YEAR 2017-2018

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Using your handbook

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:

- the Student Zone - for details of important University regulations and procedures within an A-Z Essential Guide. It also provides information on university life and the support services available.
- the undergraduate students' webpage – a comprehensive on-line resource for undergraduate students. Provides information about course structures, modules and timetables.
- the Module Catalogue – provides comprehensive details of all modules in the University's undergraduate portfolio

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 undergraduate courses are governed by the University's academic regulations. It is your responsibility to be fully aware of the regulations, which govern your studies as an undergraduate 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. 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 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 on the rules and regulations page on the Student Zone.

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

BA Photojournalism will equip graduates to create and promote still and moving images and stories for today’s mixed media outlets. You will learn how to combine the news gathering and storytelling skills of our award-winning journalism and photography teams with the innovative picture-making and shaping techniques of our renowned photography section and connect them to employment possibilities within the photojournalism and documentary photography industries.

Our course focuses on practical, historical, conceptual, and ethical aspects of photography and journalism. Flexible modules offer students progressive learning opportunities. With exciting modules covering the historical and theoretical backgrounds of journalism and the photographic industry in its global context, you will gain a grounding in media law as well as insider knowledge of how business works.

You will benefit from:

- Specialist photographic analogue and digital darkrooms and access to the latest digital scanning and printing technologies, as well as TV and radio studios, the journalism newsroom and the Holloway Express website.

- Specialist academic, technical and practical teaching across areas of Journalism and Photography.

- A unique team of cross industry, world renowned, award-winning professionals with longstanding links to film, photography, the arts, commercial visual media and broadcast industries, journalism, academic research and extensive knowledge in both analogue and digital, still, audio and moving image technologies.

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: Undergraduate degree courses

2.1 Key features of undergraduate degree courses

The University’s undergraduate degree courses are part of a common credit accumulation system. Students build up the credits needed for a degree module by module and must successfully complete the requirements of each level before progressing to the next. Standard modules carry 30 credits and a degree comprises 360 credits. Study can be full time or part time and, for a few courses, evening only.

Your degree course is organised into three levels:

**Level 4** represents the introductory level of your course. It provides a firm foundation for more advanced study of your subject. Guided by your Academic Tutor you also begin a process of personal development planning which will include devising strategies to enable you to reach your academic potential.

Level 4 modules are normally studied during the first year of a full time honours degree course.

**Level 5** develops your intellectual and imaginative powers, your understanding, judgement and problem solving skills, as well as your communication skills and a deepening awareness of your subject. It builds on what you have already learned and gives more opportunity to specialise. At this level of the course there is a particular focus on your future employability and on the development of professional practice in your discipline(s).

Level 5 modules are normally studied during the second year of a full time honours degree course.

**Level 6** is the most advanced undergraduate level. Modules are designed to develop and test independent judgement and critical awareness and to develop an enquiring, analytical and creative approach to learning. You are expected to recognise relationships in what you have learned, to synthesise and integrate information and to view your subject(s) of study in a broader perspective.

You carry out individual research projects and activities in preparation for employment or further study on postgraduate or professional courses. As part of the compulsory (core) Project module, you refine your personal development planning activities to aid application for employment or further study.

Level 6 modules are normally studied during the third year of a full time honours degree course.

The academic year is split into three terms, with 30 weeks of contact with lecturers. The Autumn term runs from September to December, the Spring term from January to March and the Summer term from April to June. Full time students normally study 120 credits per year (either four 30 credit modules or three 30 credit modules and two 15 credit modules), while part-time students take up to 90 credits in a year.

Your degree contains a number of core modules, which are compulsory. Option modules are designed to provide opportunities for adding breadth and depth and can, in some cases, be chosen from a wider list that includes broad based ‘Extension of Knowledge’ modules or opportunities to acquire language skills through the Open Language Programme. The structure of your modules and which are compulsory/optional is contained in your Course Specification (see Section 7.1).

2.2 Credit for previous learning

If you already hold a qualification (for example from another university), 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).

If you wish to claim for APL please contact your student hub in the first instance.
2.3 Modules

Most first year students will have a programme of modules already registered for the whole year. The structure of your course is printed in this Course Handbook but up to date information about the modules you need to study is best found at Course Catalogue.

You will encounter the following terms as part of choosing modules:

**Core modules**
You must study these compulsory modules in order to meet the requirements of your award.

**Option modules**
Whilst at level 4 all the modules are core, levels 5 and 6 have some optionality. Option modules are designed to provide opportunities for breadth (extension of knowledge or an open language module) and depth (subject specific option module).

**Pre-requisite**
These are modules which normally must be passed/completed before you may proceed to study a subsequent module(s). This is to ensure that you have an appropriate level of knowledge to study the later module(s).

**Open Language Modules**
some undergraduate courses allow a language module for which you will need to attend a language evaluation session to be assessed and registered at the appropriate level.

**Extension of Knowledge module**
Extension of Knowledge modules are undergraduate options from subject areas outside your main subject(s) and you can choose from an approved list of modules offered within and across Schools.

**Work Related Learning (WRL) Modules**
as part of the University’s five star promise you will be able to undertake work experience whilst studying which will count towards your academic qualification. All undergraduate students will do a 15 credit WRL module at either level 5 or level 6 in subsequent years.

You must agree your programme when requested and you cannot re-enrol without confirming your module choices before the start of each year.

2.4 Module registration, course planning and approval

If you are studying full time your programme for your first year (level 4) is already set, while part-time students and those entering with credit will have sessions to register modules as part of the Induction Programme. As you progress on your course you will be able to choose some of your modules. As a new student you will probably have already seen your personal timetable on-line and the structure of classes will be described as part of the Induction Programme, which will include the times and rooms for lectures, seminars and other taught classes. Please get in touch with your Student Hub if you are not sure where you should be going.

Before the start of each year returning students programme plan by confirming any option choices available to them. If you need advice or support in planning your programme please contact your student hub in the first instance. Once your programme is confirmed an individual personal timetable is generated for you and can be viewed on-line. You can check your list of registered modules, and your results, on line using Evision (Section 4.4 below). You can attend only those modules for which you have registered and if you miss the registration deadline you may not be allowed to register your preferred modules. Once registered there is a very limited opportunity (i.e. no later than the end of week 2 of the academic year) in which to change, or withdraw from, modules. These rules minimise disruption and aid planning.

It is your responsibility to ensure you have an approved programme of study, which, for full time students, will
normally consists of 120 credits per year. Part time students study up to 90 credits of modules per year.

Please consult course catalogue (year of entry) for information about your course structure and module catalogue for information about the modules you will be studying.
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:

- an ID card (including library number and computer network username)
- a programme of study confirming your registered modules
- a personal timetable
- the location of your Student Hub
- the location of your main Library and IT facilities
- the name of your Academic Liaison Librarian
- 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 2 October 2017 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 to 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 Evision 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 international support section for further details. If you need to be absent because of illness or other unforeseen circumstances please notify International Support as soon as possible (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 in term time and in exceptional circumstance no more than 20 hours a week. The University's Careers and Employability Service can help you find a suitable part-time job that can enhance your employability and complement your studies.

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
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 (except for Year long modules), and will be available on the web shortly before the start of each academic year.

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

3.5 Studying

Your course will provide opportunities to learn new skills and acquire knowledge in your chosen subject areas. 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.

Undertaking academic study at undergraduate level may be new and very different from your previous study experiences. Assessment is a key aspect of this learning. Successful completion of coursework and examinations is crucial to the achievement of an award at the end of your course. There are various types of assessment and modules often involve a combination of examination and coursework or presentation. It is important that you understand clearly the various expectations and deadlines for each item of assessment. Every module has a module booklet, which explains how and when you will be assessed.

You must attend all timetabled classes and you will also need to study in your own time. You should expect to spend 10 hours per week on each module, making a commitment of approximately 40 hours per week for a full-time student, which should be planned in your diary. Please be respectful of the learning environment and remember to switch off your mobile phone before entering classes and study areas.

Be prepared for lectures and tutorials by doing any reading or exercises in advance. Always make notes. Review these after the class and if there is anything you do not understand, ask your tutor. All tutors have office hours and their contact details are in the module booklet.

Check assignment deadlines and examination dates, note them carefully in your diary and begin assignments early. You will enjoy researching and planning your work if you allow yourself plenty of time. Make sure that you understand what you need to do and plan how you will tackle it. If anything needs clarification, seek advice from your module lecturer.

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 it; 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 of 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 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;
- via WebLearn, the online space for modules – written and/or audio feedback;
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

Your future employment is important. We prepare you for transition to employment by providing you with opportunities to develop the qualities and skills that employers need, and to train your mind to deal with complex questions. You will have the chance to develop teamwork, communication and presentational skills throughout your course. In your final year you may carry out a problem-solving project.

You need to be effective and adaptable in challenging times, so we offer career planning services and lots of opportunities to develop yourself to get you on the job ladder including work related learning. To facilitate this further our Careers and Employability Team organise recruitment fairs, where you have the opportunity to meet with employers directly. To see more details on how we prepare you for employability visit and log in to our careers portal.
Section 4: Communication, information and advice

4.1 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. 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

4.5 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.

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 and money advice), finance and learning support services.

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.

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 by email please use your University email account.

Student Liaison Team

The Student Liaison Team are a team of eight student liaison advisors recruited to work specifically with students at risk of leaving the university with the ultimate aim of keeping those students on their course and positively affecting retention rates. The Student Liaison Team have a caseload of students who they work with on a one to one or small group basis, providing appropriate information, advice and guidance, coaching and mentoring. The service works closely alongside existing professional services and academic tutors to ensure that the student is receiving the right support, whether it be academic or non academic, from the relevant services at the right time. Each student liaison advisor is linked to a specific school to allow the team to offer an individual support service to the students of that school and the students of that school know they will see a specific person.

4.7 Academic support and academic tutors

As part of our absolute commitment to student experience and achievement every student is allocated and academic tutor from the School. The academic tutors offer academic advice and academic support to students (i.e. personal development, progress, goal setting, academic writing). They work closely with course leaders within an integrated network of support services.

4.8 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.
- opportunities provided by Schools, such as programmes organised during “activity weeks”, and, where offered locally, student peer-mentor schemes or study support workshops or online clinics;
- the University’s PASS (Peer-Assisted Student Success) Scheme, whereby advice is provided to first-year students by trained second- and third-year students (“Success Coaches”) at course-based in-class or additional sessions dedicated for this purpose;
- online tools, resources and advice for developing writing, presentation, critical analysis and other academic and study skills, available via the Study Hub, a dedicated website for students

4.9 Course leader

Your course leader is responsible for the day-to-day organisation of your course.
4.10 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 academic 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. The Module Lecturer and your seminar tutors also confirm your attendance at classes each week and you can view the data they submit via your Evision account.
Section 5: Your voice counts

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.

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 subject guides and find your Academic Liaison Librarian please visit your library.

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 and all students must respect all relevant academic conventions and practices, and must not give or receive unpermitted aid in relation to any assessed work. You are strongly advised to familiarise yourself with the General Student Regulations on Student Conduct, 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 Regulations. 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, your Academic Tutor or the Students’ Union.

Please access the interactive guide on preventing plagiarism containing student views on plagiarism, interactive demonstrations on how to reference and quizzes.

Further information can be accessed academic misconduct.

6.3 Academic regulations

We provide guidance on most aspects of the academic regulations via Student Zone, if you are unsure please contact your Student Hub or ask your Academic Tutor.

6.4 Academic board appeals

As of 2017/18, an appeal against a decision of an Assessment Board can only be made under the ground of Procedural Defect. Appeals with regard to academic/professional judgement, where that judgement has been arrived at in accordance with due process, will be rejected. The University operates a strict 10 working day deadline for submission of appeals, following the publication of the result(s) concerned. Late appeals will be rejected unless you have a good reason for the delay.

Prior to submitting an Appeal you should familiarise yourself with the procedures for the submission of appeals. Students should also familiarise themselves with the General Student Regulations on Complaints and Appeals.

6.5 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.

6.6 Complaints

The University is committed to providing a high quality service to its learning community. If you have concerns about the service and want to formally express your dissatisfaction with an act or omission by the University or a member of staff, 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 complaints procedure. Where possible students are encouraged to resolve the issue with the person concerned or responsible for the matter. This is usually the quickest and easiest way of resolving matters. However, if you have not had a response or you are not satisfied with the response, you should submit a formal complaint.

6.7 Counselling and personal development

The University Counselling Service consists of a team of experienced counsellors, who know that studying at university can be a challenging and sometimes stressful experience. Some students talk to family, friends and tutors and others find it very helpful to speak with a counsellor. We encourage you to ignore the stereotypical ideas about counselling. Instead, think of counselling as a chance to reflect and to work on developing your potential. Counselling is a chance to speak freely about your personal or emotional difficulties, with someone who will not judge you nor your experiences. 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 your difficulties reach crisis proportions.

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)

6.9 Coursework extensions

If you have exceptional reasons which prevent you from submitting your coursework on time, you may request an extension of up to three 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).

Please read further about coursework extensions

Please note that you can only request an exceptional extension 3 days 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.

6.10 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 Weblearn

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.

Please access further information on the coursework submission process, including how to obtain coursework
cover sheets.

**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.

Please access 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.

**6.11 Criminal convictions**
If you are a student with an unspent criminal conviction, or you are charged, convicted or cautioned for an offence during your studies, 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.

**6.12 Criteria for awards**
The Undergraduate Awards Framework, the list of all of the University’s undergraduate awards, can be found at the beginning of Section 2.1 of the academic regulations. Section 2.2 of the academic regulations details the minimum criteria for passing and achieving particular classifications within each type of undergraduate award.

**6.13 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 post 16 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 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 obtaining medical evidence of your disability/long-term medical or mental health condition. Adjustments and extra support can be arranged only after a full diagnostic assessment and/or medical evidence is received. 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. 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 4 weeks 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.

6.14 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.

Each academic year when you return to complete your studies, you will need to re-enrol online usually from early 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. You will need to register modules before you re-enrol.

6.15 Examination papers

Most past examination papers, except those for the summer reassessment period, are available online. In some cases sample rather than actual papers are provided.

6.16 Examination timetable

Examination periods are detailed in the Undergraduate 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.

6.17 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
6.18  Fitness to study

The University recognises that medical, psychological, behavioural or emotional problems or a student’s circumstances may affect a student’s fitness to study and we are committed to maintaining and preserving the physical and psychological wellbeing of all students. Where concerns about a student’s fitness to study have been raised, these will be dealt with, in a supportive and understanding manner, in accordance with the fitness to study procedure.

6.19  ICT Services

The University has a number of computer studios, offering both specialist and general-purpose software on PCs and 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 and laptops are available to loan from lockers around the campus. Most IT studios 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 and is also available evenings and weekends every day of the year.

Please visit IT resources online

The University has an Acceptable Use Policy which applies without exception to all users of the University’s ICT facilities.

6.20  International Student Advice Service

The immigration and international student advice team at London Metropolitan University is 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 or by telephoning +44 (0)207133 3317.

6.21  International support

The international support 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 international support 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 for further information.

For expert immigration advice please contact the international student advice team: adviceinternational@londonmet.ac.uk

6.22  Libraries and special collections

You have access to our two libraries located at Aldgate and Holloway Road. Both libraries house plenty of computers and comfy informal learning spaces and a large range of up-to-date information and resources. The electronic resources include e-journals, e-books, and databases, which are also accessible outside the University, via the library catalogue.
The libraries have open access networked PCs and printing and copying facilities to support your studies. You can also get wireless access to the Internet using your own device. All the libraries offer group and silent learning zones and there are group study rooms some of which can be booked. To save you time, there are many self-service facilities including borrowing and returning items, renewals and reservations or borrowing a laptop. The web based catalogue is easy to use and can be accessed both on and off campus.

The special collections reading room is located in Old Castle Street, Aldgate. This is where you can access our unique and distinctive collections, such as the University Archives, TUC Library, and our set of Artists books. The Reading Room can also be used as a silent study space. You do not need an appointment to access Special Collections, but as most of our material is held in stores, you are advised to email us in advance at specialcollections@londonmet.ac.uk so we can make sure everything is ready for you.

6.23 Marking and grades

The University provides you with marks and grades for the work that you submit for assessment. At module level, each component of assessed work is assigned a percentage mark with a pass/fail threshold at 40%. The detailed requirements for assessment on each module are specified in Module Booklets, together with indicative assessment criteria associated with different levels of performance and results. Modules are marked on the following basis:

- 70% and above: First class honours standard
- 60% - 69.99%: Upper second class honours standard
- 50% - 59.99%: Lower second class honours standard
- 40% - 49.99%: Third class honours standard
- 0% - 39.99%: Fail

Module marks are calculated to the nearest whole number from the appropriately weighted marks for each assessment component. However when determining awards, which are calculated from the applicable module marks (not normally all module marks), with extra weighting for final year module marks, the overall mark for your award is calculated to two decimal places.

At the end of each teaching period 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.

6.24 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 two 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 the evidence, to your Student Hub on the appropriate form.

6.25 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.
6.26 Academic liaison librarians

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. Please read the instructions on printing and photocopying.

You can credit your printing account online using a debit or credit card. Free, ad-supported printing is available in the libraries.

6.27 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 90 credits in their first year and who does not pass at reassessment will not be able to continue on their 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 as soon as possible. International students should also contact the international student advice team adviceinternational@londonmet.ac.uk for advice on possible implications for their Tier 4 visa.

6.28 Publication of results and transcripts and awards certificates

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.

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 the student hub. There is a fee for these transcripts, payable at the time of request. Requests should be made to your 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.

6.29 Reassessment

If you fail or do not attempt a component of assessment you will be provided with one reassessment opportunity during the reassessment period (normally during July following the end of the academic year). If you pass after reassessment the component concerned will be capped at 40%. (See also section 6.20 above).

6.30 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 may be 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.

6.31 Student conduct

The University expects all its students to behave appropriately as part of a community of scholars in which all members can work beside each other in conditions which permit freedom of thought and expression within a framework of intellectual honesty and respect for the rights of other persons. Accordingly all students must:

- Respect and uphold the rights and dignity of others regardless of race, colour, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity, or socio-economic status.
- Uphold the integrity of the University as a community of scholars in which freedom of speech within the law is available to all.
- Respect university policies as well as the law.
- Not improperly interfere with the functioning or activities of the University, or of those who work or study in the University, or improperly damage the University or its reputation.

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 action in accordance with the procedures set out in the [general student regulations](#) on student conduct.

6.32 Student Charter

Our [Student Charter](#) sets out the mutual expectations and obligations between the University and students. It establishes rights, responsibilities and expectations to support you in your studies help you to flourish in shaping your future and empower you to fulfil your full potential.

6.33 Student services

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 and accommodation
- counselling and personal development
- personal and emotional well-being
- physical and mental health related disabilities
- Specific Learning Differences (SPLDs)
- issues relevant to international students

6.34 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)) .

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 the refund of tuition fees and, the Request Form, which must be completed prior to the commencement of your break in studies, are available.

The maximum break permitted is one year and the maximum period in which to qualify for an Honours degree (including any agreed breaks) is eight 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.

6.35 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) 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

6.36 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. Please visit the volunteering section of the website.

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

6.37 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.

6.38 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. However, if by withdrawing from a module your enrolment changes from full-time to part-time, this will have implications for your funding and you should seek further advice on all the implications of withdrawing from a module before doing so. After this point you are expected to complete every module registered against your record and to pay any fee due for your registered programme. 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.

For 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

Section 7: The key features of your course

7.1 Course specification
### Part One: ABOUT THE COURSE

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<td>4</td>
<td>Awarding/validating institution</td>
<td>London Metropolitan University</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Teaching institution(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Total credit for course (for highest award)</td>
<td>360</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Faculty responsible</td>
<td>Faculty of Social Sciences and Humanities</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Pattern of attendance</td>
<td>Autumn start</td>
<td>Full Time</td>
</tr>
<tr>
<td></td>
<td>Spring start</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>About the course and its strategy towards teaching and learning and towards blended learning. <em>Please include details of access to learning facilities, including flexible/open-learning spaces within the Faculty.</em></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Students will be taught in practical interactive studios, lectures, seminars - in groups and in individual crit sessions. The course has a strong focus on professional practice and placements: all teachers are practitioners in journalism and photography. Students will be encouraged to make full use of social media and moving image as well as analogue and digital photography alongside emerging and converging platforms. Facilities will include photography studios, darkrooms, TV and radio studios and the journalism newsroom.

|   | 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.* | |

---
The course aims to equip students with the skills required in the photography and journalism industries. Students will develop practical and research expertise which will enable them to position and understand their photographic and journalistic practice in the context of the contemporary industries.

The course aims to equip students with the analytical and critical skills essential to higher education, as well as the practical and technical skills of those who work within the documentary photography and journalism industries.

The course aims to help students develop the ability to research and evaluate data from all sources, including scholarly research. It further aims to help students develop interviewing skills for primary research.

The course aims to foster the skills of working autonomously and in groups, as well as the social skills needed to pitch and sell ideas, to present concepts convincingly to different audiences and to respond flexibly to critical input.

The course aims to help students develop the ability to research and evaluate data from all sources, including scholarly research. It further aims to help students develop interviewing skills for primary research.

The course aims to foster individual learning and problem solving. The course further aims to develop resilient learners, who can evaluate and learn from their learning deficits.

The course aims to help students harness their creativity to produce, ultimately, work worthy of professional publication across any or all media platforms.

The course aims to fit students for further advanced study, should they so wish, in related fields.

<table>
<thead>
<tr>
<th>Course learning outcomes.</th>
<th>Learning outcomes are statements of what a student is expected to understand or be able to do after completing the process of learning.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course learning outcomes.</td>
<td>The following learning outcomes incorporate and depend on systematic understanding of the key aspects of the knowledge base of Photojournalism, including a coherent and detailed knowledge of some specialist areas in depth.</td>
</tr>
<tr>
<td>On successful completion of this course students will be able to:</td>
<td>On successful completion of this course students will be able to:</td>
</tr>
<tr>
<td>● deploy accurately established techniques of analysis and enquiry within Photojournalism;</td>
<td>● deploy accurately established techniques of analysis and enquiry within Photojournalism;</td>
</tr>
<tr>
<td>● devise and sustain arguments, and/or to solve problems, using ideas and techniques, some of which are at the forefront of Photojournalism;</td>
<td>● devise and sustain arguments, and/or to solve problems, using ideas and techniques, some of which are at the forefront of Photojournalism;</td>
</tr>
<tr>
<td>● describe and comment upon particular aspects of current research, or equivalent advanced scholarship, in Photojournalism, recognising the uncertainty, ambiguity and limits of knowledge;</td>
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</tr>
<tr>
<td>● manage their own learning, and to make use of scholarly reviews and primary sources (for example, refereed research articles and/or original materials appropriate to Photojournalism;</td>
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</tr>
<tr>
<td>● apply the methods and techniques that they have learned to review, consolidate, extend and apply their knowledge and understanding, and to initiate and carry out projects;</td>
<td>● apply the methods and techniques that they have learned to review, consolidate, extend and apply their knowledge and understanding, and to initiate and carry out projects;</td>
</tr>
</tbody>
</table>
• critically evaluate arguments, assumptions, abstract concepts and data (that may be incomplete), to make judgements, and to frame appropriate questions to achieve a solution - or identify a range of solutions - to a problem;

• communicate information, ideas, problems and solutions to both specialist and non-specialist audiences;

• exercise initiative and personal responsibility, including decision-making in complex and unpredictable contexts;

• undertake appropriate further training of a professional or equivalent nature

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.

<table>
<thead>
<tr>
<th>Method</th>
<th>Description and percentage of learning hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduled learning and teaching activities</td>
<td></td>
</tr>
<tr>
<td>Level 3</td>
<td></td>
</tr>
<tr>
<td>Level 4</td>
<td>27%</td>
</tr>
<tr>
<td>Level 5</td>
<td>27%</td>
</tr>
<tr>
<td>Level 6</td>
<td>27%</td>
</tr>
<tr>
<td>Guided independent studies</td>
<td></td>
</tr>
<tr>
<td>Level 3</td>
<td></td>
</tr>
<tr>
<td>Level 4</td>
<td>73%</td>
</tr>
<tr>
<td>Level 5</td>
<td>58%</td>
</tr>
<tr>
<td>Level 6</td>
<td>73%</td>
</tr>
<tr>
<td>Workplace observation/Placement/field trips/study abroad</td>
<td></td>
</tr>
<tr>
<td>Level 3</td>
<td></td>
</tr>
<tr>
<td>Level 4</td>
<td></td>
</tr>
<tr>
<td>Level 5</td>
<td>15%</td>
</tr>
<tr>
<td>Level 6</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL LEARNING HOURS FOR THE COURSE 3600

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

Critical analysis and self-reflective evaluation are integrated across all modules and at all levels. Group work will also encourage peer evaluation.

Most journalism modules include an assessed self-evaluation, moderated by tutors and measured against class participation.

14  Description of course and its structure. Around 150 words, written to be accessible to a lay audience, to be used for marketing purposes. Identify the course’s distinctive features (and unique selling point). What is the pattern of delivery? Is the course, or any part of the course, accredited/recognised by a professional body?

BA Photojournalism will equip graduates to create and promote still and moving images and stories for today's mixed media outlets. They will learn how to combine the news gathering and storytelling skills of our award-winning journalism and photography teams with the innovative picture-making and shaping techniques of our renowned photography section and connect them
to employment possibilities within the photojournalism and documentary photography industries.

The course focuses on practical, historical, conceptual, and ethical aspects of photography and journalism. It is structured around flexible modules which offer the students progressive learning opportunities from introductory through intermediate to advanced practical, technical and theoretical skills and knowledge.

With exciting modules covering the historical and theoretical backgrounds of journalism and the photographic industry in its global context, you will gain a grounding in media law as well as insider knowledge of how business works.

- Specialist photographic analogue and digital darkrooms and access to the latest digital scanning and printing technologies, as well as to TV and radio studios, the journalism newsroom and the Holloway Express website.

- Specialist academic, technical and practical teaching across areas of Journalism and Photography.

- A unique team of cross industry, world renowned, award-winning professionals with longstanding links to film, photography, the arts, commercial visual media and broadcast industries, journalism, academic research and extensive knowledge in both analogue and digital, still, audio and moving image technologies.

15 Teaching site(s) for course

| Holloway Road | Aldgate | [click to select location] |

16 PSRB accreditations (where relevant)  N/A

17 Exemptions from Professional Body examinations (where relevant)  No

18 Principal QAA Subject Benchmark Statement (where relevant)  Culture, Media and Communications.

19 Other external reference points  N/a

20 Expected length of course  Full Time  3 years


21 Admissions requirements, to be demonstrated through certificated or experiential learning (around 30 words)

All applicants must be able to demonstrate proficiency in the English language. Applicants who require a Tier 4 student visa may need to provide a Secure English Language Test (SELT) such as Academic IELTS. For more information about English qualifications please see our English language requirements.

In addition to the University's standard entry requirements, you should submit a 200-word article on an event that has happened recently in your locality as well as a portfolio which demonstrates an active photographic interest.

Suitable applicants living in the UK will be invited to a portfolio interview. Applicants living outside the UK will be required to submit a portfolio of work via email.
Details of organised work experience, work based learning, sandwich year or year abroad available during the course (if applicable)

Progressive practical professional work placement is available with a mandatory work placement at level 5

Other external links providing expertise/experience available during the course

External speakers are integral to the delivery of the course. We also have a panel of journalism industry advises, who help shape the course to match the changing demands of convergent media.

Arrangements on the course for careers education, information and guidance

Professional practice is integral to the course and there will be specialist workshops available across the course at all levels. Specific modules offer help in writing CVs, interview techniques, and work-ready behaviour.

Career, employability and opportunities for continuing professional development. 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.

Photographic images saturate our everyday life. But who produces them, how and why? It could be you.

Join our new course and learn the array of photographic and journalistic skills which could make you an insightful producer of still and moving images for the developing marketplaces of photojournalism. Be it news, fashion, sports, music, the arts or the rich variety of life in 21st century Britain, your work will aim to tell stories to hold and enrich an audience’s understanding.

Section Two: COURSE STRUCTURE AND ASSESSMENT

Course assessment strategy

Course assessment will include coursework, essays, in class tests, presentations and practical personal projects.

Course Structure Diagram

<table>
<thead>
<tr>
<th>Semester</th>
<th>Code</th>
<th>Title</th>
<th>Status</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year Long (30 weeks)</td>
<td>MD4001</td>
<td>Creative Studio Practice</td>
<td>Core</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Year Long (30 weeks)</td>
<td>MD4002</td>
<td>Media Skills and Practice</td>
<td>Core</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Year Long (30 weeks)</td>
<td>SJ4034</td>
<td>Journalism: History and Ideas</td>
<td>Core</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Semester</td>
<td>Code</td>
<td>Title</td>
<td>Status</td>
<td>Credits</td>
<td>Notes</td>
</tr>
<tr>
<td>----------</td>
<td>--------</td>
<td>-----------------------------------------------</td>
<td>-----------------</td>
<td>---------</td>
<td>-----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Year Long (30 weeks)</td>
<td>SJ4037</td>
<td>Writing Skills</td>
<td>Core</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Year Long (30 weeks)</td>
<td>MD5001</td>
<td>Creative Studio Practice</td>
<td>Core</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Year Long (30 weeks)</td>
<td>MD5002</td>
<td>Media Skills and Practice</td>
<td>Core</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Year Long (30 weeks)</td>
<td>SJ5033</td>
<td>Media Law and Ethics; Public Administration</td>
<td>Core</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Other (see notes field for details)</td>
<td>SJ5W78</td>
<td>Journalism Work Placement</td>
<td>Core</td>
<td>15</td>
<td>Must be taken either at level 5 or at level 6 Autumn or Spring semester</td>
</tr>
<tr>
<td>Other (see notes field for details)</td>
<td>SM5063</td>
<td>Social Media Strategies</td>
<td>Option (Subject-Related)</td>
<td>15</td>
<td>Autumn or Spring semester</td>
</tr>
<tr>
<td>Year Long (30 weeks)</td>
<td>SJ5034</td>
<td>Newsroom Production</td>
<td>Option (Subject-Related)</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Other (see notes field for details)</td>
<td>SM5066</td>
<td>Documentary Photography and Photojournalism</td>
<td>Option (Subject-Related)</td>
<td>15</td>
<td>Autumn or Spring semester</td>
</tr>
</tbody>
</table>

**Level Six**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Code</th>
<th>Title</th>
<th>Status</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year Long</td>
<td>MD6001</td>
<td>Project Development</td>
<td>Core</td>
<td>30</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Duration</td>
<td>Notes</td>
<td></td>
<td></td>
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<tr>
<td>-------------</td>
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<td>----------</td>
<td>----------------------------------------------------------------------</td>
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</tr>
<tr>
<td>MD6002</td>
<td>Workbook</td>
<td>Year Long (30 weeks)</td>
<td></td>
<td></td>
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<tr>
<td>SJ6034</td>
<td>Creating Packages</td>
<td>Year Long (30 weeks)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SJ5W78</td>
<td>Journalism Work Placement</td>
<td>Other</td>
<td>Must be taken either at level 5 or at level 6 Autumn or Spring semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SJ6P35</td>
<td>Journalism Project</td>
<td>Year Long (30 weeks)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>SM5066</td>
<td>Documentary Photography and Photojournalism</td>
<td>Other</td>
<td>Autumn or Spring semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SJ6074</td>
<td>Arts Journalism</td>
<td>Other</td>
<td>Autumn or Spring semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SJ6080</td>
<td>Campaigning Journalism</td>
<td>Other</td>
<td>Autumn or Spring semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SJ6077</td>
<td>Sports Journalism</td>
<td>Other</td>
<td>Autumn or Spring semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course learning outcome (list all)</td>
<td>Met by module aim/learning outcome (list all relevant module titles)</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>-----------------------------------</td>
<td>-----------------------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>deploy accurately established techniques of analysis and enquiry within Photojournalism;</td>
<td>MD4001, MD4002, MD6002, MD6001, MD5001, MD5002, SJ4034; SJ4037; SJ5033; SM5066; SJ6P35</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>devise and sustain arguments, and/or to solve problems, using ideas and techniques, some of which are at the forefront of Photojournalism;</td>
<td>MD4001, MD4002, MD6002, MD6001, MD5001, MD5002, SJ4034; SJ4037; SJ5033; SJ5034; SM5066; SJ6P35</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>describe and comment upon particular aspects of current research, or equivalent advanced scholarship, in Photojournalism, recognising the uncertainty, ambiguity and limits of knowledge;</td>
<td>MD4001, MD4002, MD6002, MD6001, MD5001, MD5002, SJ4034; SJ5033; SJ6086; SJ6080</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>manage their own learning, and to make use of scholarly reviews and primary sources (for example, refereed research articles and/or original materials appropriate to Photojournalism);</td>
<td>MD4001, MD4002, MD6002, MD6001, MD5001, MD5002, SJ4034; SJ5033; SM5066; SJ6P35; SJ6074; SJ6080</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>apply the methods and techniques that they have learned to review, consolidate, extend and apply their knowledge and understanding, and to initiate and carry out projects;</td>
<td>MD4002, MD4002, MD6002, MD6001, MD5001, MD5002, SJ4037; SJ5W78; SJ5034; SM5066; SJ6034; SJ6074; SJ6080; SJ6086; SJ6P35</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>critically evaluate arguments, assumptions, abstract concepts and data (that may be incomplete), to make judgements, and to frame appropriate questions to achieve a solution - or identify a range of solutions - to a problem;</td>
<td>MD4001, MD4002, MD6002, MD6001, MD5001, MD5002, SJ4034; SJ5033; SJ6034; SJ6P35</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>communicate information, ideas, problems and solutions to both specialist and non-specialist audiences;</td>
<td>MD6001, MD6002, MD6001, MD5001, MD5002, SJ4037; SJ5034; SJ5W78; SM5066; SJ6034; SJ6074; SJ6077; SJ6080; SJ6086</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>exercise initiative and personal responsibility, including decision-making in complex and unpredictable contexts;</td>
<td>MD4002, MD6002, MD6001, MD5001, MD5002, SJ5W78; SJ5034; SJ6034</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>undertake appropriate further training of a professional or equivalent nature.</td>
<td>All modules</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Which modules are core-compulsory and thus required to be taken to gain specific awards? 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 section 3.

See para 27

Section Three: COURSE SPECIFIC REGULATIONS

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.

N/A

Section Four: OFFICIAL USE AND CODES – responsibility for completion is as indicated

| (Faculty) Course Leader at time of approval | Victoria Neumark Jones |
| (Faculty) Source of funding | Tuition fees |
| [click to select source of funding 2] | [click to select source of funding 3] |
| Other: please complete as appropriate |

7.2 Additional course related information

7.3 Placements/study abroad
<table>
<thead>
<tr>
<th>Index of key online information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic appeals</td>
</tr>
<tr>
<td>Academic regulations</td>
</tr>
<tr>
<td>Coursework and examinations</td>
</tr>
<tr>
<td>Exam timetable</td>
</tr>
<tr>
<td>Evision</td>
</tr>
<tr>
<td>IT resources</td>
</tr>
<tr>
<td>International student advice</td>
</tr>
<tr>
<td>Library catalogue</td>
</tr>
<tr>
<td>Mitigating circumstances</td>
</tr>
<tr>
<td>Module catalogue</td>
</tr>
<tr>
<td>Programme planning (module registration)</td>
</tr>
<tr>
<td>Student Charter</td>
</tr>
<tr>
<td>Student hubs (first-stop shop for students)</td>
</tr>
<tr>
<td>Student services</td>
</tr>
<tr>
<td>Student Study Hub (learning skills resources)</td>
</tr>
<tr>
<td>Student Zone</td>
</tr>
<tr>
<td>Timetable information</td>
</tr>
<tr>
<td>Undergraduate course information</td>
</tr>
<tr>
<td>University rules and regulations</td>
</tr>
<tr>
<td>Weblearn</td>
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</table>