Course handbook

BA (Hons) Events Management

For admission into academic year 2019/20
## Undergraduate academic year 2019-2020

<table>
<thead>
<tr>
<th>Activity</th>
<th>Starts</th>
<th>Ends</th>
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<tbody>
<tr>
<td>Welcome programme (enrolment and Induction)</td>
<td>23 September 2019</td>
<td>-</td>
</tr>
<tr>
<td>Autumn semester and Year-long Modules begin</td>
<td>w/c 30 September 2019</td>
<td></td>
</tr>
<tr>
<td>Teaching</td>
<td>30 September 2019</td>
<td>13 December 2019</td>
</tr>
<tr>
<td>Christmas vacation</td>
<td>16 December 2019</td>
<td>3 January 2020</td>
</tr>
<tr>
<td>Teaching</td>
<td>6 January 2020</td>
<td>3 April 2020</td>
</tr>
<tr>
<td>Examinations for autumn semester modules</td>
<td>13 January 2020</td>
<td>24 January 2020</td>
</tr>
<tr>
<td>Spring semester modules begin</td>
<td>w/c 3 February 2020</td>
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<tr>
<td>Christmas vacation</td>
<td>16 December 2019</td>
<td>3 January 2020</td>
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<tr>
<td>Easter vacation</td>
<td>6 April 2020</td>
<td>17 April 2020</td>
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<tr>
<td>Teaching</td>
<td>20 April 2020</td>
<td>29 May 2020</td>
</tr>
<tr>
<td>Examinations</td>
<td>11 May 2020</td>
<td>29 May 2020</td>
</tr>
<tr>
<td>Reassessment examinations</td>
<td>15 July 2020</td>
<td>30 July 2020</td>
</tr>
<tr>
<td>Reassessment coursework deadline</td>
<td>3pm on 27 July 2020</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 and induction for January starters)</td>
<td>27 January 2020</td>
<td>-</td>
</tr>
<tr>
<td>Teaching programme (for January starters)</td>
<td>3 February 2020</td>
<td>3 April 2020</td>
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<tr>
<td>Teacing</td>
<td>20 April 2020</td>
<td>31 July 2020</td>
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<tr>
<td>Examinations (for January starters)</td>
<td>20 July 2020</td>
<td>31 July 2020</td>
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<tr>
<td>Examinations (for January starters)</td>
<td>3 September 2020</td>
<td>9 September 2020</td>
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<tr>
<td>Reassessment coursework deadline</td>
<td>9 September 2020</td>
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## Undergraduate term dates

<table>
<thead>
<tr>
<th>Term</th>
<th>Starts</th>
<th>Ends</th>
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<tbody>
<tr>
<td>Autumn</td>
<td>23 September 2019</td>
<td>13 December 2019</td>
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<tr>
<td>Spring</td>
<td>6 January 2020</td>
<td>3 April 2020</td>
</tr>
<tr>
<td>Summer</td>
<td>20 April 2020</td>
<td>29 May 2020</td>
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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.
6.7 Course transfers
6.8 Coursework submission
6.9 Criminal convictions
6.10 Criteria for awards
6.11 Disabilities and Dyslexia
6.12 Enrolment and re-enrolment
6.13 Examination papers
6.14 Examination timetable
6.15 Fitness to study
6.16 ICT Services
6.17 International Student Advice Service
6.18 International support
6.19 Libraries and special collections
6.20 Marking and grades
6.21 Mitigating circumstances
6.22 Mode of study
6.23 Printing, photocopying and scanning
6.24 Progression
6.25 Publication of results and transcripts and awards certificates
6.26 Reassessment
6.27 Retaking a module
6.28 Student conduct
6.29 Student Charter
6.30 Student services
6.31 Taking a break from your studies
6.32 Terms and conditions/student-University relationship
6.33 Volunteering
6.34 Withdrawal from a module

SECTION 7: THE KEY FEATURES OF YOUR COURSE
7.1 Course specification
7.2 Additional course related information (where applicable)

INDEX OF KEY ONLINE INFORMATION
Congratulations on achieving your place at London Metropolitan University’s Guildhall School Business and Law. Welcome to the BA Events Management degree!

The Events Industry makes a significant contribution to the economic and cultural life of the UK and globally. The BA Events Management degree course is designed for students who wish to pursue a number of careers in this vibrant sector.

Event Managers play pivotal roles in a diverse range of companies, organisations and institutions including: government, corporations, non-profits, entertainment companies, exhibitions and shows, incentive travel, tourism, outdoor and sporting events. This course aims to equip students with a complex skill set that will enable them to flourish in what is a creative, entrepreneurial and fast moving career. It also provides a rigorous foundation for further study and lifelong learning.

The degree offers an intellectually stimulating and engaging programme, which is multidisciplinary in nature but retains its distinctive subject-specificity. It combines a focus on event management practice with the underpinning theoretical foundation in the Event Management subject area which draws from a range of disciplines such as Marketing, Accounting, Business Management and Project Management as well as other subjects within the Creative Industries domains and the closely related fields of Leisure and Tourism.

This course balances event management as an academic and business discipline. Different approaches to teaching are utilised throughout the course, some modules are delivered in the standard lecture/seminar format and some are delivered in an interactive workshop style. We expect you to take an active role in your learning - preparing for and attending classes and taking the opportunities for work experience that are offered. It's important to remember that volunteering during your time at university is an investment that will pay off when you apply for jobs in the future.

The course also benefits from links with professional bodies and is recognised by The Association of British Conference Organisers (ABPCO).

Technology-enhanced and blended learning techniques are utilised throughout the course to support the curriculum and complement class-based contact. The course uses online platforms such as WebLearn and where possible social media, both in terms of providing student access to module materials, but also in terms of facilitating student interaction, supporting reflection and delivering feedback on assignments promptly and efficiently.

Studying in Higher Education can be challenging and events management is a demanding career choice. If you put the effort in you will succeed. All the staff here at the university are committed to helping you to do the very best that you can and we look forward to working with you.

I wish you all the best in the successful completion of your studies and your future career.
## 1.2 Key contacts

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<tbody>
<tr>
<td><strong>Course Leader</strong></td>
<td>Eva Nicotra</td>
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<tr>
<td></td>
<td><em><a href="mailto:e.nicotra@londonmet.ac.uk">e.nicotra@londonmet.ac.uk</a></em></td>
</tr>
<tr>
<td><strong>Course Leader Office</strong></td>
<td>Room TM3-02 Holloway Road</td>
</tr>
<tr>
<td><strong>Main Teaching Location</strong></td>
<td>Holloway Road</td>
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<tr>
<td><strong>Student Hub</strong></td>
<td>Holloway Road</td>
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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 27 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).

**Prerequisite**
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)**
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 30 September 2019 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.

We recognise that our full-time students may need to undertake part-time work, and we encourage you to do so. However, we strongly recommend that you not work more than 20 hours per week during term time. 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. More information is available on the student pages or contact the advice service 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 collection of online guides on academic and study skills.

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:

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

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

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

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 and events, 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. It requires your user name and password.

4.6 Your student hub

The student hub is the place to go for any query related to your studies or your time at the University. The Student Hub is also the gateway to the wealth of other support services offered in the University, such as Student Services (Student Money and Accommodation Advice, Counselling Service, Disabilities & Dyslexia Service), 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;
- 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;
- for answers to many questions make sure to check our FAQs

The Student Hubs are open to visit throughout the academic year and can also be contacted by phone, email and chat.

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

Student Liaison Team

The Student Liaison Team provide pastoral care to our students, to ensure that our students are receiving the right support, whether it be academic or non academic, from the relevant services at the right time. They work with students at risk of leaving the university with the ultimate aim of keeping students on their course and positively affecting retention rates. The Student Liaison Team work with students on a one to one or small group basis, providing appropriate information, advice and guidance, coaching and mentoring. The service works closely alongside academic tutors, mentors, and existing professional services. 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.

4.7 Academic support and academic tutors

As part of our absolute commitment to student experience and achievement every student is allocated an academic tutor and/or academic mentor from the School. The academic tutors and mentors 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, including workshops, advice and support offered by Academic Mentors;
- the University’s PASS (Peer-Assisted Student Success) Scheme, whereby advice is provided to first-year and other 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 Students’ Union

The University is proud to work with the Students’ Union. Met SU is an independent, student-led organisation that is here to support you during your time as a student. Whether that be getting involved with our sports teams or societies, launching a campaign, or getting involved with our radio station or magazine, the SU is here to make sure you’re getting the most out of your time at London Met.

The Students’ Union is led by our four Full Time Sabbatical Officers and elected student representatives from each School, who represent the views and voices of the students here at London Met.

5.2 Student Reps

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 Reps who, supported by the Students’ Union, provide direct feedback from students on the course and raise any issues on their behalf.
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. This support includes referencing skills and the use of reference management software. The Librarians 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 a section called Library Matters available in WebLearn. Library Matters will help you learn how to find, evaluate and use the information you need for your studies and assessments. It is designed for you to dip into different sections, and there is 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.

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

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 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.
6.6 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.

6.7 Course transfers

If you intend to change course you should seek advice from the 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 contacting the Student Hub about changing your course adviceinternational@londonmet.ac.uk

6.8 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 Student Hub; or,
- an ‘Online Submission’ via Weblearn

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

6.9 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.

If you are a student with an unspent criminal conviction relating to a relevant offence, or you are charged, convicted or cautioned for a relevant offence during your studies, you must notify the University. Relevant offences are offences involving any kind of violence (including threats); sexual offences; harassment or stalking; supply of controlled substances; offences involving firearms, explosives, knives or other weapons, or arson; or terrorism offences.

If you are studying on a relevant course or undertaking regulated activity as part of your course, you must immediately notify your Course Leader if you
- have any unspent criminal convictions or any spent criminal convictions that are not eligible for filtering
- are charged, convicted or cautioned for any criminal offence; or
- are subject to a formal child protection investigation (or any member of your household is),
- are barred from working with children or vulnerable groups or in a regulated activity or are the subject of a referral to the DBS

Relevant courses include (but are not limited to) Dietetics, Counselling Psychology, Social Work, Initial Teacher Training (e.g. PGCE), Primary Education, Early Childhood Studies, Montessori Early Childhood Practice and Early Years Education. Regulated activity includes (but is not limited to) activities which involve working closely with children or people in vulnerable circumstances, such as caring for, training, supervising or being solely in charge of them.

Full details of the University's regulations regarding criminal convictions are available at www.londonmet.ac.uk/convictions
6.10 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.

6.11 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 Difficulty (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 Difficulties (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
- individual 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 Difficulties (dyslexia)
- Individual 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

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.

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 Difficulty, 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.

2. If you have a disability, long-term medical or mental health condition or a Specific Learning Difficulty, 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 individual exam arrangements to which you are entitled.

3. 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.

6.12 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 StudentHub.
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.

6.13 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.

6.14 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.

6.15 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.

6.16 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.

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.

6.17 International Student Advice Service

The International Student Advice Team at London Metropolitan University is here to assist international students and staff on subjects relating to UK immigration and Tier 4 sponsorship by providing expert advice and comprehensive support on a range of matters including visas and immigration for students and their dependants. You can contact the Advice Service by email on adviceinternational@londonmet.ac.uk or by telephoning +44 (0)207133 4186.

6.18 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 or your enrolment at the University.
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.

6.19 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. Both 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 webbased catalogue is easy to use and can be accessed both on and off campus.

The Special Collections Reading Room is located in The Wash Houses, Aldgate. This is where you can access our unique and distinctive collections, such as the Frederick Parker Collection & Archive, the University Archive, the Archive of the Irish in Britain and the TUC Library Collections as well as 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 store, you are advised to email us in advance at specialcollections@londonmet.ac.uk so we can make sure everything is ready for you.

6.20 Marking and grades

The University provides you with outcomes for the work that you submit for assessment, using a 12 point grading scale (calibrated according to defined assessment criteria) except where, exceptionally, percentage marking is used. 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, 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.

6.21 Mitigating circumstances

The mitigating circumstances process is for students who have exceptional, unforeseen circumstances which prevent them from attending an examination or which prevented them submitting coursework. 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, via the online task on your Eversion account.
6.22 Mode of study

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

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

6.23 Printing, photocopying and scanning

Dual purpose self-service photocopiers/printers are available around the university and are available in all libraries. Once a print job is sent you can release the job on any FollowMe printer in the university using your ID card or login 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.

6.24 Progression

At the end of each year the University considers the performance of each student and decides whether they have passed sufficient modules to be able to move to the next level of their course. Failure in modules, particularly failure due to non-submission of coursework or non-attendance at an exam, is likely to have serious consequences for progression through your course. In some cases, students who cannot progress will have the opportunity to repeat modules that they have failed, but a full time student who fails more than 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 Support team adviceinternational@londonmet.ac.uk for advice on possible implications for their Tier 4 visa.

6.25 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 Subject Standard 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. There is a fee for these transcripts, payable at the time of request. Requests should be made via the University’s Eshop, who aim to produce transcripts within 10 working days of request. You can also print a copy of your results from Evision and your Student Hub will stamp it to confirm it is valid.

6.26 Reassessment

If you 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), provided you have failed the module overall. If you pass after reassessment the component concerned will be capped at 40%. (See also section 6.21 above).

6.27 Retaking a module

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

6.28 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.

6.29 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.

6.30 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:

- 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)
- immigration advice for international students
- advice on living and working in the UK for international students

6.31 Taking a break from your studies

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

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

- financial advice from our Student Services team
- academic advice from your course leader

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

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.
The maximum break permitted is one year and the maximum period in which to qualify for an Honours degree (including any agreed breaks) is 5 years.

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

6.32 Terms and conditions/student-University relationship

When you join London Metropolitan University as a student you and the University form a formal relationship and you become a member of our academic community. Our regulations (the academic regulations, the general student regulations and course specific regulations and specifications) govern the relationship between you the University and it is your responsibility to read and understand this important information. If there are aspects of the Regulations you do not understand please contact the University Secretary’s Office.

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

6.33 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. Students can volunteer in a range of charities. 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

6.34 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

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<tr>
<td><strong>Section One: ABOUT THE COURSE</strong></td>
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<tr>
<td>1</td>
<td>Name of course and highest award</td>
<td>BA (Hons)</td>
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<td>2</td>
<td>Entry Year</td>
<td>Level 4 (year 1)</td>
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<td>3</td>
<td>Level of highest award (according to FHEQ)</td>
<td>Level 6 (UG/PG)</td>
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<td>4</td>
<td>Possible Interim Awards</td>
<td>Certificate of Higher Education</td>
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<td>Diploma of Higher Education</td>
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<td>5</td>
<td>Awarding/validating institution</td>
<td>London Metropolitan University</td>
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<td>6</td>
<td>Teaching institution(s)</td>
<td>London Metropolitan University</td>
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<td>7</td>
<td>Total credit for course (for highest award)</td>
<td>360</td>
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<td>8</td>
<td>School responsible</td>
<td>Guildhall School of Business and Law</td>
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<td>9</td>
<td>Pattern of attendance, Mode of Study, and length of course</td>
<td>Autumn start</td>
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<td>Length of course: 3 years</td>
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<td>Spring start</td>
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<td>Other</td>
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<td>Length of course: 4-6 years</td>
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<td></td>
<td>About the course and its strategy towards teaching and learning and towards blended learning/e-learning.</td>
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</table>
The Events Industry makes a significant contribution to the economic and cultural life of the UK and globally. The BA Events Management degree course is designed for students who wish to pursue a number of careers in this vibrant sector. Event Managers play pivotal roles in a diverse range of companies, organisations and institutions including: government, corporations, non-profits, entertainment companies, exhibitions and shows, incentive travel, tourism, outdoor and sporting events. This course aims to equip students with a complex skill set that will enable them to flourish in what is a creative, entrepreneurial and fast moving career. It also provides a rigorous foundation for further study and lifelong learning.

The degree offers an intellectually stimulating and engaging programme, which is multidisciplinary in nature but retains its distinctive subject-specificity. It combines a focus on event management practice with the underpinning theoretical foundation in the Event Management subject area which draws from a range of disciplines such as Marketing, Accounting, Business Management and Project Management as well as other subjects within the Creative Industries domains and the closely related fields of Leisure and Tourism.

One of the key features of this course is that it provides students with practical experience from the outset and throughout. Both in the first and second year, students have opportunities to work together and contribute to the organisation and management of live events, of different kinds. In putting on events students are encouraged to raise funds for charitable causes and student societies and to explore ‘eventscapes’ within and outside of campus. The course makes the most of its location in the heart of London, one of the world’s major event cities, incorporating regular field visits throughout the course. A highlight of the course, is the possibility of an overseas field trip to a European event destination, which is also included in the second year.

Students are able to gain experience of a real-world business environment through the compulsory work-related learning module options. The options are offered to students in either the second or third year of their course programme. This also suit the needs of students wishing to develop as entrepreneurs within the events field and beyond.

Through optional modules students have scope and choice at years 2 and 3, allowing them to focus on areas of their interests, either practical or academic.

Teaching is through a combination of lectures, workshops, seminars tutorials, activities, fieldwork, and group work which prioritises students being actively involved in contributing to the learning process. Students’ core skills and capabilities are developed through activities including, case study analysis, debates, presentations, role-playing, live case studies, work-based learning, independent study and research, and the like. Guest lecturers provide an important contribution from the industry, shaping what is taught and getting involved (where possible) with student assessments. The course has important relationships with a number of event companies who provide formal and informal opportunities to gain first-hand experience of different roles in events management. The course also benefits from links with professional bodies and is recognised by The Association of British Conference Organisers (ABPCO).

Technology-enhanced and blended learning techniques are utilised throughout the course to support the curriculum and complement class-based contact. The course uses online platforms such as WebLearn and where possible social media, both in terms of providing student access to module materials, but also in terms of facilitating student interaction, supporting reflection and delivering feedback on assignments promptly and efficiently.
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<th>10</th>
<th>Course aims.</th>
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<tr>
<td>The aims of this course are:</td>
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<tr>
<td>1. To offer an intellectually demanding programme of study which enhances the understanding of the events industry and its role within a wider leisure, tourism and business context and how these relate to the society as a whole.</td>
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<td>2. To provide students with the theory and application of key event management concepts, approaches and techniques so as to provide knowledge, understanding and skills suitable to the development of a professional career in events management.</td>
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<td>3. To foster an awareness of the social, cultural, economic and political environment in which the events industry operates, and the strategic implications and broader social responsibilities that this environment generates.</td>
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<td>4. To create graduates who possess the relevant specific skills needed in the industry upon their successful completion of the course (including, but not limited to: time management, prioritisation, numeracy, communication and leadership, as well as life-long learning) and who are capable of driving their career forward.</td>
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| 11 | Course learning outcomes. |
This course prepares graduates for the challenges of working in the dynamic events management industry. As such, the following knowledge and skills will be imparted:

**Knowledge and understanding**

Upon successful completion of the course, students will be able to demonstrate:

1. A critical understanding of theories, conceptual frameworks, approaches and techniques from several relevant disciplines and application of these to **events** management
2. Appreciation of the complexity of planning and managing **events** and the multi-faceted nature of decision-making and organisation within the event sector
3. Appreciation of the social and societal context of the events business and their own role and potential for contribution in society, including an understanding of the socio-cultural and environmental as well as the economic implications of events
4. Knowledge of professional bodies in the events sector, their membership requirements and codes of conduct

**Cognitive/intellectual skills**

Outcomes related to students’ cognitive/intellectual skills are as follows:

5. The ability to obtain, select, interpret and summarise information and knowledge appropriate for any given application from a variety of sources
6. Use of intellectual skills and critical faculties to analyse and synthesise concepts, ideas and theories and apply them within an **events** management context
7. Capacity for critical reflection and judgement in the light of evidence and argument about **events** management issues and appreciation the uncertainty, ambiguity and limits of knowledge.

**Practical skills**

Upon successful completion of the course, students will be able to demonstrate:

8. The ability to conduct independent scholarly and primary research culminating in the capacity to undertake a final year dissertation as well as other projects simulating professional practice
9. Flexibility and creativity in adapting to a work environment that is subject to rapid and continuous change
10. The ability to plan, manage and market an event, as well as identify problems and propose solutions in **events** management

**Transferrable skills**

11. Communicating and presenting – both orally and in writing, self/Time management, including self-efficacy and Digital literacy, IT and Numeracy/quantitative skills
12. Interpersonal, including collaborating/working with others, cross cultural awareness, having a positive attitude, negotiation and persuasion
13. Enterprise skills, including taking initiative, being creative, leadership, completing tasks and projects, taking calculated risks
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<td>12</td>
<td><strong>Describe the arrangements for promoting reflective learning/personal development planning (PDP) on this course</strong></td>
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<td>Reflective learning is embedded throughout the curriculum. Students will be exposed to the concept of reflective learning in level 4 and will be able to practice and develop the skills necessary to be an effective reflective practitioner throughout the course. Reflective learning is linked to assessment throughout the curriculum and students will have the opportunity for formative feedback to guide them in the development of this key skill. Both reflective learning and personal development planning are central to the students’ academic and career development.</td>
</tr>
<tr>
<td>13</td>
<td><strong>Teaching site(s) for course</strong></td>
</tr>
<tr>
<td></td>
<td><em>Moorgate</em> [click to select location] [click to select location]</td>
</tr>
<tr>
<td>14</td>
<td><strong>PSRB accreditations (where relevant)</strong></td>
</tr>
<tr>
<td>15</td>
<td><strong>Exemptions from Professional Body examinations (where relevant)</strong></td>
</tr>
<tr>
<td>16</td>
<td><strong>Principal QAA Subject Benchmark Statement</strong></td>
</tr>
<tr>
<td></td>
<td>The QAA Subject Benchmark Statement for Events, Hospitality, Leisure and Tourism (2016) related to programmes broadly concerned with events has been adopted</td>
</tr>
<tr>
<td>17</td>
<td><strong>Other external reference points</strong></td>
</tr>
<tr>
<td>18</td>
<td><strong>Admissions requirements, to be demonstrated through certificated or experiential learning (up to 300 words)</strong></td>
</tr>
<tr>
<td></td>
<td>Standard University Admissions criteria apply to this course</td>
</tr>
<tr>
<td>19</td>
<td><strong>Details of organised work experience, work based learning, placement, sandwich year or year abroad available during the course</strong></td>
</tr>
</tbody>
</table>
Every student will undertake accredited work-related learning (in either the form of a work placement or ‘live’ project with a partner organisation or planning to set up small business) as a core, compulsory element within their course programme.

Work-related learning provides students with:

- the experience of a competitive recruitment process or pitching for an opportunity
- a work-related experience or project which impacts a real organisation
- assessment and feedback on their reflections on their experience of the work-related learning and planning for their future career.

In the first and second year of the course dedicated event practice modules provide students with opportunities to gain practical skills and experience in events management and apply what they are learning on the course by organising and working at events with fellow students within and outside of the University. Specifically the second year module Live Event Practice serves as Work-related learning module, it requires students to work on an event of their choice from conception to delivery and draws on partnerships with relevant companies, promoters and venues, to provide services and guidance to students on the module.

Students will also be required to take either the 15 Credits module Learning Through Work or LT6066 Business Innovation through Events in the third year of your course. Furthermore they have the option to take an additional 30 credit 12 month sandwich placement module between year two and three of the course (which would extend your course to four years).

Where required, students will be supported in finding suitable opportunities which can either be a placement, part-time role or ‘live’ project for an external organisation or undertaken within the University. We have dedicated placements and careers teams who will assist learners with aspects of their job search and application. The suitability of the opportunities will be assessed by the Module Leader on an individual basis. It is the student’s responsibility to apply for opportunities and engage with the relevant University personnel who to assist them in gaining a suitable role. Learners may be able to utilise their existing part-time / vacation employment (whether or not this relates to their subject area), providing they can demonstrate that it is personally developmental and involves responsibility (decided upon submission of the role details by the Module Leader).

Students also have the choice to study abroad via the University Erasmus scheme.

In addition, students are encouraged to participate in extra-curricular activities including involvement in peer coaching of students, receiving professional mentoring, volunteering in the not-for-profit sector, joining or setting up student society and taking part in University wide and national competitions/activities.

20 Career, employability and opportunities for continuing professional development.

Having successfully completed this course, graduates can embark on any of the careers within the events management sector (event planner, event marketing executive/co-ordinator, event operations executive/co-ordinator, manager, etc.). Graduates are also well equipped to enter other sectors, such as hospitality, tourism and marketing or public relations, either being employed at an organisation, or pursuing self-employment opportunities. The programme is also excellent preparation for further research or study.
Course assessment strategy

Students shall formally be assessed via a variety of assessment items: reports, essays, exams, presentations, reflective portfolios, problem-based activities, practice-based projects, group and individual research projects, and a final dissertation or consultancy project.

The majority of the assessments will be submitted via the online University intranet, in order to facilitate the process of getting the feedback to the students promptly and efficiently.

Formative feedback on students engagement and performance in various learning tasks is built into the seminar/workshop sessions. Formative feedback on progress towards summative assessments is provided in class during the scheduled teaching times, during individual and group tutorials as well as in writing and online via the VLE. Where appropriate items of module assessments are progressively linked and build into the following assessment items.

### Course Structure Diagram

#### Level Four

<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>BA4008</td>
<td>Business Decision-Making</td>
<td>Core</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Year Long (30 weeks)</td>
<td>LT4013</td>
<td>Marketing for Aviation and Creative Industries</td>
<td>Core</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Year Long (30 weeks)</td>
<td>LT4016</td>
<td>The Events Industry</td>
<td>Core</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Spring Period (15 weeks)</td>
<td>LT4057</td>
<td>Event Planning and Management</td>
<td>Core</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Autumn Period (15 weeks)</td>
<td>LT4056</td>
<td>London’s Visitor Economy</td>
<td>Core</td>
<td>15</td>
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</table>

#### Level Five

<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>HR5008</td>
<td>HR and Events Law for Event Management</td>
<td>Core</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Year Long (30 weeks)</td>
<td>LT5027</td>
<td>Consultancy for Conferences and Exhibitions</td>
<td>Core</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Autumn Period (15 weeks)</td>
<td>LT5085</td>
<td>Skills, Methods and Analysis</td>
<td>Core</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Autumn Period (15 weeks)</td>
<td>LT5087</td>
<td>Events And Society</td>
<td>Core</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Semester</td>
<td>Code</td>
<td>Title</td>
<td>Status</td>
<td>Credits</td>
<td>Notes</td>
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<tr>
<td>Spring period (15 weeks)</td>
<td>LT5W51</td>
<td>Live Event Practice</td>
<td>Alt Core</td>
<td>15</td>
<td>One Work-Related Learning 15 credit module must be taken at either Level 5 or 6, Alternatively: MN6W04 Professional Experience Year Placement (Sandwich Year)</td>
</tr>
<tr>
<td>Spring period (15 weeks)</td>
<td>LT5086</td>
<td>Applied Research with Field Trip</td>
<td>Option (Subject-Related)</td>
<td>15</td>
<td>LT5085 (pre-requisite)</td>
</tr>
<tr>
<td>Spring period (15 weeks)</td>
<td>OL0000</td>
<td>Open Language Programme</td>
<td>Option (Extension of knowledge)</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Spring period (15 weeks)</td>
<td>XK0000</td>
<td>EoK Module</td>
<td>Option (Extension of knowledge)</td>
<td>15</td>
<td></td>
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</tbody>
</table>

**Sandwich Year**

| Year Long (30 weeks) | MN6W04  | Professional Experience Year Placement            | Option (Extension of Knowledge) | 30      |                                            |

**Level Six (Delete as appropriate)**

<table>
<thead>
<tr>
<th>Semester</th>
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<th>Title</th>
<th>Status</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year Long (30 weeks)</td>
<td>LT6P26</td>
<td>Research Methods for Dissertations and Consultancy Projects</td>
<td>Core</td>
<td>30</td>
<td>LT5085 or equivalent as pre-requisite</td>
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<tr>
<td>Year Long (30 weeks)</td>
<td>LT6020</td>
<td>Destination Management and Marketing</td>
<td>Core</td>
<td>30</td>
<td>LT4013 or equivalent as pre-requisite</td>
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<tr>
<td>Spring period (15 weeks)</td>
<td>LT6083</td>
<td>Event Sponsorship and Fundraising</td>
<td>Core</td>
<td>15</td>
<td>LT4013 or equivalent as pre-requisite</td>
</tr>
<tr>
<td>Period</td>
<td>Module Code</td>
<td>Module Title</td>
<td>Credits</td>
<td>Notes</td>
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<tr>
<td>Autumn/Winter</td>
<td>LT6W50</td>
<td>Business Innovation Through Events</td>
<td>15</td>
<td>One Work-Related Learning 15 credit module must be taken at either Level 5 or 6, Alternatively: MN6W04 Professional Experience Year Placement (Sandwich Year)</td>
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<tr>
<td>Autumn or Spring</td>
<td>BA6052</td>
<td>Project Management</td>
<td>15</td>
<td>LT5085 or other module with Quantitative Analysis or Statistics</td>
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<tr>
<td>Autumn</td>
<td>LT6067</td>
<td>Creative Industries and Events Policy</td>
<td>15</td>
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<tr>
<td>Spring</td>
<td>LT6082</td>
<td>Visitor Attraction Management</td>
<td>15</td>
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<tr>
<td>Autumn or Spring</td>
<td>OL0000</td>
<td>Open Language Programme</td>
<td>15</td>
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</tbody>
</table>

23 **Mapping matrix of modules (at para 22) delivering the course learning outcomes (at para 11)**

See attached document - Course mapping of LOs

24 **Which modules are required to be taken to gain specific awards?**

Standard University regulations apply
Section Three: COURSE SPECIFIC REGULATIONS

25 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.

As part of our Undergraduate Student Promise, every student will benefit from accredited work-related learning (in either the form of a work placement or ‘live’ project with a partner organisation or practical small business planning) as a core, compulsory element within the study programme.

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

26 (School) Course Leader at time of approval

| Eva Nicotra |

27 (School) Source of funding

| [click to select source of funding 1] |
| [click to select source of funding 2] |
| [click to select source of funding 3] |

28 (QEU) Original date of approval

29 (QEU) Course approved to run from

30 (QEU) Course specification version number

31 (QEU) Revision date (specify cohort)

32 (Student Journey) London Met course code

33 (Student Journey) Route code

34 (Planning Office) JACS code
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