Aldgate Site

Course Handbook

MA Graphic Design

Sir John Cass Faculty of Art, Architecture and Design

For admission in 2014-2015
## Postgraduate Academic Year 2014-2015

### Autumn Semester

<table>
<thead>
<tr>
<th>Event</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Programme (Enrolment/induction)</td>
<td>22 September 2014</td>
<td>26 September 2014</td>
</tr>
<tr>
<td>Teaching</td>
<td>29 September 2014</td>
<td>12 December 2014</td>
</tr>
<tr>
<td>Revision and preparation for assessment</td>
<td>15 December 2014</td>
<td>19 December 2014</td>
</tr>
<tr>
<td>Christmas vacation</td>
<td>22 December 2014</td>
<td>2 January 2015</td>
</tr>
<tr>
<td>Revision and preparation for assessment</td>
<td>5 January 2015</td>
<td>9 January 2015</td>
</tr>
<tr>
<td>Examinations</td>
<td>12 January 2015</td>
<td>23 January 2015</td>
</tr>
<tr>
<td>Dissertation Deadline</td>
<td></td>
<td>3pm 19 January 2015</td>
</tr>
</tbody>
</table>

### Spring Semester

<table>
<thead>
<tr>
<th>Event</th>
<th>Start</th>
<th>End</th>
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</thead>
<tbody>
<tr>
<td>Welcome Programme (Enrolment/Induction for January Starters)</td>
<td>19 January 2015</td>
<td>23 January 2015</td>
</tr>
<tr>
<td>Teaching</td>
<td>26 January 2015</td>
<td>27 March 2015</td>
</tr>
<tr>
<td>Easter vacation</td>
<td>30 March 2015</td>
<td>10 April 2015</td>
</tr>
<tr>
<td>Teaching</td>
<td>13 April 2015</td>
<td>24 April 2015</td>
</tr>
<tr>
<td>Revision and preparation for assessment</td>
<td>27 April 2015</td>
<td>8 May 2015</td>
</tr>
<tr>
<td>Examinations</td>
<td>11 May 2015</td>
<td>22 May 2015</td>
</tr>
<tr>
<td>Dissertation Deadline</td>
<td></td>
<td>3pm 18 May 2015</td>
</tr>
</tbody>
</table>

### Summers Studies Period

<table>
<thead>
<tr>
<th>Event</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Studies Period</td>
<td>8 June 2015</td>
<td>7 September 2015</td>
</tr>
<tr>
<td>Resit Examinations</td>
<td>20 July 2015</td>
<td>4 August 2015</td>
</tr>
<tr>
<td>Reassessment Coursework Deadline</td>
<td></td>
<td>30 July 2015</td>
</tr>
<tr>
<td>Dissertation Deadline</td>
<td></td>
<td>3pm 7 September 2015</td>
</tr>
</tbody>
</table>

## Postgraduate Term Dates

<table>
<thead>
<tr>
<th>Term Dates</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn</td>
<td>22 September 2014</td>
<td>19 December 2014</td>
</tr>
<tr>
<td>Spring</td>
<td>5 January 2015</td>
<td>27 March 2015</td>
</tr>
<tr>
<td>Summer</td>
<td>13 April 2015</td>
<td>5 June 2015</td>
</tr>
</tbody>
</table>

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

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

You can access these at: [www.londonmet.ac.uk/pg-students](http://www.londonmet.ac.uk/pg-students)
**London Metropolitan University Student Charter**

This year we are delighted to launch our Student Charter which sets out a number of reciprocal commitments to improve our learning environment and your experience as a student.

<table>
<thead>
<tr>
<th>From US, you can expect...</th>
<th>From YOU, we will expect you to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. to be part of a real community of learning in London with diverse staff and students</td>
<td>1. engage with the London Met community of learning in a respectful, honest and constructive manner</td>
</tr>
<tr>
<td>collaborating and working in partnership</td>
<td></td>
</tr>
<tr>
<td>2. us to be welcoming, open and professional in all our dealings with you</td>
<td>2. be aware of and abide by the University’s regulations and codes of conduct</td>
</tr>
<tr>
<td>3. trained, creative and engaging teachers</td>
<td>3. be prepared for classes, participate actively and respect the learning rights of other students</td>
</tr>
<tr>
<td>4. a 30 week long teaching year and an average of 10 to 12 hours’ class contact time a week</td>
<td>4. attend all your classes and to spend 3 hours on studying and preparing for each hour you spend in class</td>
</tr>
<tr>
<td>(as a full time undergraduate student)</td>
<td></td>
</tr>
<tr>
<td>5. in the first 3 weeks of your module, clear explanations of what you have to do and</td>
<td>5. understand the objectives and purpose of your coursework and exams and plan your studies</td>
</tr>
<tr>
<td>how we will mark your coursework and exams</td>
<td>accordingly</td>
</tr>
<tr>
<td>6. constructive oral or written feedback on your coursework, normally within 15 working</td>
<td>6. hand in your coursework on time, engage in feedback and incorporate it into your subsequent coursework and exams</td>
</tr>
<tr>
<td>days</td>
<td></td>
</tr>
<tr>
<td>7. teaching in an interactive way and using contemporary technologies</td>
<td>7. engage in out-of-class work using our online facilities</td>
</tr>
<tr>
<td>8. excellent learning resources and high quality facilities and services</td>
<td>8. use a variety of resources available to support your studies</td>
</tr>
<tr>
<td>9. specialised support to seek placements, internships or voluntary activities</td>
<td>9. be proactive and take advantage of these career development opportunities</td>
</tr>
<tr>
<td>10. clear and readily available complaints and disciplinary procedures</td>
<td>10. solve problems informally and locally first before using the formal University procedures</td>
</tr>
<tr>
<td>11. advice and support on issues that are affecting you in your studies</td>
<td>11. be proactive and reasonable in seeking out support when you are in need</td>
</tr>
<tr>
<td>12. a safe environment in which energy and other resources are conserved</td>
<td>12. take responsibility for promoting a safe environment and the conservation of resources</td>
</tr>
<tr>
<td>13. your opinions, on any feedback we ask of you, to be taken seriously</td>
<td>13. tell us how we are doing so we can improve our services for you</td>
</tr>
<tr>
<td>14. access to a wide range of societies, events and sports facilities</td>
<td>14. take part in University life and network with peers</td>
</tr>
<tr>
<td>15. support with careers advice and employment skills during your studies and beyond</td>
<td>15. continue to engage with us after your studies through our alumni network</td>
</tr>
</tbody>
</table>
SECTION 7 THE KEY FEATURES OF YOUR COURSE
7.1 Course Specification
7.2 Additional Course Related Information
7.3 Placements/study abroad

INDEX OF KEY ONLINE INFORMATION
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:

- **University online 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 online Student Zone can be accessed at: [http://student.londonmet.ac.uk/](http://student.londonmet.ac.uk/)

- **PostGrad-Line** – a comprehensive on-line source of postgraduate course and module information available at: [https://intranet.londonmet.ac.uk/prog-plan/postgrad-line](https://intranet.londonmet.ac.uk/prog-plan/postgrad-line)

- **Postgraduate students webpage** – a comprehensive on-line resource for postgraduate students. Provides information about your course, timetables, details of timeslots and room numbers for most taught modules. Once you have completed enrolment and registration, you can view and print your personal timetable. Please see: [www.londonmet.ac.uk/pg-students](http://www.londonmet.ac.uk/pg-students)

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

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

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

You should also note that occasionally, the details in this Handbook, including the Course Specification, may subsequently be amended or revised, in order to improve the Course.

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.
1.1 Introduction to your Faculty

The Cass (The Sir John Cass Faculty of Art, Architecture and Design) is internationally recognised for its high quality teaching, excellent facilities and unique interdisciplinary opportunities. Learning through practice, playing with process and working with clients, students at The Cass gain real world experience in both individual and collaborative projects, engaging with professionals, communities and companies.

There is a strong emphasis in our studios on socially engaged Art, Architecture and Design applied to both local and global contexts, and many projects focus on London. Our central London location also gives you easy access to the creative and cultural hub that surrounds the Aldgate Campus. Our many specialist facilities include wood and metal workshops, laboratories, TV and recording studios, editing suites, darkrooms and Metropolitan Works, our digital manufacturing centre.

Many of our students have exhibited at major international exhibitions and festivals and have won many prestigious awards and prizes. We hope you go on to do this too but whatever your achievement we hope your study at The Cass will be an enjoyable, memorable and transformative experience.

Robert Mull
Dean

I am delighted to welcome you to The CASS School of Design on behalf of all of our staff.

The School hosts an exciting and eclectic range of disciplines ranging from Graphic Communication through Interiors to 3D Design & Craft. We are proud of our longstanding reputation for fine making and inspired contemporary design thinking. Our School philosophy is to prepare students for work, delivering and innovating for industry through ambitious thinking and sound understanding, and to ensure that graduates are able to produce relevant and meaningful work for the contemporary market. Our staff and students are keen to improve peoples' lives through design, working with societal issues and beliefs; we believe in design activism – design that seeks to achieve impact and change for the better in society and for individuals.

The School hosts over 800 undergraduate and postgraduate students, studying the widest range of design courses in London. Supported by an expert range of Faculty and visiting tutors and technicians, we seek to provide you with opportunities to experience both specialist and interdisciplinary learning. We believe that great design is born of material and process experience; and remain committed to the pursuit of excellence in design, through the synthesis of conceptual thinking and studio practice. We are certain that collaboration, both within and beyond your discipline specialism, can lead to new thinking and innovative design, and we encourage you to explore throughout our School and Faculty.

You are joining the School in an exciting period. In 2014/15, we continue ‘Design/shift’, a School-wide project to pursue enhanced opportunities for public exposure of student work and creative interventions within our studio environments. You will become aware of the many exciting events and opportunities fostered by the project team, so please do take advantage of as many of them as you can.

We look forward to supporting you to develop your design skills and unique creative identity. Enjoy your time at the CASS!

Charlotte Gorse, Head of School
1.2 Introduction to your Course

The MA Graphic Design course is part of the post-graduate degree program at the CASS and is one of several MA courses in the MA Design suite. It is based in a teaching Studio and students have access to the extensive workshop facilities of Cassworks. It is concentrated into 3 semesters of one year duration for full-time students (and also operates over a 2 year period for part-time students).

The teaching staff are experienced design practitioners and researchers. Design research underpins the course and projects, and basing design concepts and development in well-founded research is a key feature of the MA Design programme. We encourage you to develop your own creative and particular identity as a graphic designer, whilst being able to meet the requirements of the graphic design industry and its commercial context – and being aware and sensitive to the needs of clients, and to broader society. You will be challenged to defend your design proposals with valid and credible rationale for every aspect of the design, well founded in knowledge and research of the problem, the design and commercial environment, and the needs of potential clients and users. We encourage students to be bold and questioning in their thinking, to challenge received and established notions of what graphic design is, or should be, and to work with others across disciplines to innovate and propose radical solutions.

Projects are often linked to institutions, companies, NGOs, brands, or may be run in conjunction with supporting clients. In recent times, these have included the Victoria and Albert Museum, Habitat, Transport for London - Transport for London, LG, Heals, Ligne Roset, Parker Knoll, Valuda China, the Royal Academy and many others. Typically you will work on some projects that are set for you, either as an individual or as a member of a design team, and on others for which you have raised the concept yourself.

Again, we welcome you to The CASS and to the MA Graphic Design course, we wish you every success in your studies and future career.

Section 7 sets down the key features of your course, including your Course Specification. Your Course Specification may have a work placement as a compulsory element or you may be able to choose it as an optional module. The placements aim to enhance your work based skills and to enable you to bring these reflections productively to bear on your studies.
SECTION 2  Postgraduate Degree Courses

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

2.1 Key features of Postgraduate Courses

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

- Full-time students starting Masters programmes in the Autumn semester are taught over a 48-week year (an autumn and a spring semester and a summer studies period), requiring approximately 40 hours of study per week. For full-time students starting courses in January the workload is similar but is distributed over a longer study period and normally completed at the end of the following Spring semester. Part-time students undertake the equivalent overall workload over a longer period of study, normally at least two years.

- The standard Masters award requires 180 credits at level M: normally 120 credits for the taught elements and 60 credits for the Dissertation or Project. Any variation to this will be detailed in the Course Specification.

- Most postgraduate modules are equivalent to 20 credits. Typically, a full-time student studies modules equivalent to 60 credits per semester (normally 3 modules), with 15 weeks of teaching, revision and assessment activities for each module.

- The taught elements of postgraduate courses are mainly compulsory “core” modules and normally include one concerned with research methodology and project development and practice, in preparation for the dissertation or project. Some courses may include “designate” modules, which can be chosen from a specified list for the course, or “elective” modules, which can be chosen from any available at postgraduate level.

- All taught modules and the dissertation or project module, are marked on a percentage scale, with a pass/fail threshold of 50%.

- Based on the final aggregate of average percentage results, Masters awards are graded as: Masters (50-59%), Masters with Merit (60-69%), or Masters with Distinction (70% plus)

- While most students will aim to achieve the full Masters qualification, all Masters courses offer the subsidiary awards of Postgraduate Certificate or Postgraduate Diploma (both available with Merit or with Distinction) for students unable to complete their full programme of study. The full list of awards and their requirements is as follows:

<table>
<thead>
<tr>
<th>Award</th>
<th>Credits at level M</th>
<th>Modules Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters</td>
<td>180 credits (Level 7)</td>
<td>6 modules + dissertation (60 credits)</td>
</tr>
<tr>
<td>Postgraduate Diploma</td>
<td>120 credits (Level 7)</td>
<td>6 modules</td>
</tr>
<tr>
<td>Postgraduate Certificate</td>
<td>60 credits (Level 7)</td>
<td>3 modules</td>
</tr>
</tbody>
</table>

2.2 Dissertation or Project

You register for your Masters Dissertation or Project in the same way as for your other modules. Once you are registered for your dissertation/project, you are expected to submit it in the period for which you are registered.
The University’s standard assessment arrangements and mitigating circumstances procedures apply (see below for information on withdrawal and mitigating circumstances).

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

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

There are three standard deadline dates for submission in every academic year. The dates for 2013/14 are:

- **Autumn Semester**: 3pm on 19 January 2015
- **Spring Semester**: 3pm on 18 May 2015
- **Summer Period**: 3pm on 7 September 2015

**Dissertations/Projects must be submitted to your Student Hub.**

### Credit for previous learning

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

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

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

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

### Module registration and Programme Approval

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

Further information about modules and their timeslots can be found on PostGrad-Line: https://intranet.londonmet.ac.uk/prog-plan/postgrad-line. When you carry out module registration you may be able to choose some time slots, subject to capacity of the class, if the module(s) run more than once. You are more likely to get your first choices if you register on time.
FURTHER LEARNING OPPORTUNITIES

2.5 Open Language Programme

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

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

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

Learning is achieved through a combination of taught sessions and independent study packs, both of which are essential to make real progress. For further information please visit: www.londonmet.ac.uk/olp
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 course 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 29 September 2014 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 Leader 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.

Please note – if you are an international student with a Tier 4 student visa, your attendance will be monitored on a weekly basis by the Visa Compliance team. Students who fail to meet satisfactory levels of attendance will be withdrawn from their course. The University is required to report to the Home Office, all students who are withdrawn from their studies due to poor attendance. This may lead to your Tier 4 visa being curtailed.

We recognise that our full-time students may need to undertake part-time work, but strongly advise you not to take employment of more than 15 hours a week. The University’s Employment Service, in Student Services, can help you find a suitable part-time job that can enhance your employability and complement your studies. [https://intranet.londonmet.ac.uk/studentservices/careers/](https://intranet.londonmet.ac.uk/studentservices/careers/)

3.4 Your Timetable

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

You will be given a course timetable at the Course Introductory Session. This gives timeslots and rooms for all modules on your course. Once you have registered your modules you can get a print out of your individual timetable for the current semester at: [www.londonmet.ac.uk/pg-course-information](http://www.londonmet.ac.uk/pg-course-information). Your timetable will change each semester, and will be available on the web shortly before the start of each semester.

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

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

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

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

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

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

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

3.6 Feedback on your assessments

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

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

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

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

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

**Online Feedback:**
Feedback for coursework submitted online will be made available on Weblearn unless specified otherwise by your lecturer. Online Feedback can be accessed via the ‘My Feedback’ link on the Online Assessment page in your module. You can find more information about Online Submission and how to access your feedback in the ‘Online Submission Help’ section on Weblearn at: [http://metranet.londonmet.ac.uk/weblearn-onlinesubmission](http://metranet.londonmet.ac.uk/weblearn-onlinesubmission)

3.7 **Building Careers**

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

Your course has been designed with the involvement of employers at a variety of levels and for many of you, your award will be accredited by a professional body recognised directly or indirectly by the industry to which it serves. All Masters level qualifications will enable you to specialise or to become more highly specialised in an area of employment or practice related to a particular profession. All of our Masters graduates will normally be equipped to continue academic study at a higher level, for example for a PhD or a professional doctorate. Graduates of a Masters level qualification will typically develop a range of key skills including: being able to use initiative and take responsibility, solve problems in creative and innovative ways, make decisions in challenging situations, continue to learn independently and to develop professionally, including the ability to pursue further research where appropriate, and communicate effectively, with colleagues and a wider audience, in a variety of media. These skills have been identified by the government as being critical in curtailing the continued shortage of higher level skills within the wider UK economy and we believe that you will be best placed following graduation in developing your career aspirations. You need to be effective and adaptable in challenging times, so we offer a range of services to support you including a career planning service. To see more details on how we prepare you for employability visit: [www.londonmet.ac.uk/buildingcareers](http://www.londonmet.ac.uk/buildingcareers)
SECTION 4 COMMUNICATION, INFORMATION AND ADVICE

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

For more information please check: www.londonmet.ac.uk/evision

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 materials and such as “Writing and Communicating at University”. WebLearn requires your user name and password and can be accessed at: www.londonmet.ac.uk/weblearn

4.6 Your Student Hub

During 2014/15, the University will be progressing improvements to its student related services with the clear focus on improving our service to you, our students. The University will be consolidating many of its current functions and introducing three new ‘hubs’ in Moorgate, Holloway and Aldgate, providing a First Stop Shop for any queries you may have. All three Student Hubs will be launched in September 2014.
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, Finance, learning support services and the Academic Registry.

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

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

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

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

4.7 Learning Development support

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

- advice from module lecturers;
- assistance from Academic Liaison Librarians for particular subject areas – see: http://bit.ly/subjectresources
- online tools, resources and advice for developing writing, presentation, critical analysis and other academic and study skills, available via the Study Hub, a dedicated CELT website for students: www.londonmet.ac.uk/studyhub
- pre-term “Preparation for Study” courses/workshops and term-time Writing Clinics and other sessions offered by the Centre for the Enhancement of Learning & Teaching (CELT) www.londonmet.ac.uk/celt
- the annual “Get Ahead” Student Conference organised (Spring term) by CELT and students

4.8 Course Leader

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

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

along with new facilities in Moorgate and Holloway, and a fantastic new space in Aldgate later in 2014/15. Please do watch out for further communications from your Student Hub.
4.9 Module Lecturers

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

To contact the Students’ Union please access: http://www.londonmetsu.org.uk/
SECTION 6  A-Z ESSENTIALS

6.1  Academic Liaison Librarians

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

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

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

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

To access subject guides and find your Academic Liaison Librarian go to: http://bit.ly/subjectresources

6.2  Academic Misconduct

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

An interactive guide on preventing plagiarism containing student views on plagiarism, interactive demonstrations on how to reference and quizzes can be accessed at: http://learning.londonmet.ac.uk/TLTC/learnhigher/Plagiarism/

Further information can be accessed at: www.londonmet.ac.uk/academic-misconduct

6.3  Academic Regulations

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

6.4  Assessment Board Appeals

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

Prior to submitting an Appeal you should familiarise yourself with the procedures for the submission of Appeals, which can be found at: www.londonmet.ac.uk/appeals
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 you have received we want to hear about it. We will use your feedback as an opportunity to help you and to learn how we may improve our service. Further information about how to make a complaint and how the University will deal with your complaint can be found at www.londonmet.ac.uk/complaints

6.7 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.

6.8 Coursework Extensions

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

Further information is available at: www.londonmet.ac.uk/extensions

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

6.9 Coursework Submission

When handing in coursework you must ensure that you have understood and followed all the instructions provided by the module lecturer. For each coursework assessment, the type of submission will be specified as either:
- a ‘Hardcopy Submission’ which you submit in person to your Student Hub; or,
- an ‘Online Submission’ via Weblean.

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

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

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

Details of the coursework submission process, including how to obtain coursework cover sheets, can be accessed at www.londonmet.ac.uk/coursework-exams
**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 submission provided to students either on your module or via ‘Online Submission Help’ on Weblearn.

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

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

### 6.10 Criminal Convictions

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

### 6.11 Criteria for Awards

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

### 6.12 Disabilities and Dyslexia

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

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

**Please Note:**

1. There are some aspects of course assessment that cannot be changed. These are known as ‘competence standards. A ‘competence standard’ is defined in the Equality Act 2010 as an academic,
medical, or other standard applied for the purpose of determining whether or not a person has a particular level of competence or ability. These standards must be essential to the course and all students must be able to fulfil these criteria. Although in such situations it may not be possible to alter the format of the assessment, you may still be entitled to adjustments (e.g. extra time or an amanuensis). Competency standards are different to the fitness to practice standards that exist in certain professions such as teaching, social work and medicine.

2. You are responsible for covering any costs associated in obtaining medical evidence of your disability/long-term medical or mental health condition. While the Service can provide screenings for a Specific Learning Difference, adjustments and extra support can be arranged only after a full diagnostic assessment is made. The University is unable to pay for this but, in some cases, can make a contribution to the cost if you make an application to the Access to Learning Fund. You may also be entitled to government allowances (e.g. DSA). You are strongly advised to contact the DDS for help with funding applications.

3. If you have a disability, long-term medical or mental health condition or a Specific Learning Difference, please contact DDS as soon as possible as we are not usually able to arrange adjustments to teaching and assessments at short notice. DDS require medical evidence of your condition/a full diagnostic assessment at least 5 weeks (25 working days) before the start of the relevant exam period. This is to ensure our Advisers have sufficient time to assess your requirements and communicate them to our Assessment and Conferment Office, who then implement any special exam arrangements to which you are entitled.

4. It is your responsibility to update us if your condition changes. We need to know this in order to assess if there is any additional support you need – so please do stay in touch with us throughout your course.

For further information: www.londonmet.ac.uk/dyslexia-disabilities

6.13 Enrolment and Re-enrolment

Enrolment is an annual process. The first time you enrol you will need to provide evidence of your identity and the qualifications which formed the basis of your offer from the University. 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. By signing the enrolment form you confirm that you accept and will follow the University’s regulations.

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

6.14 Examination Papers

Most past examination papers, except those for the summer reassessment period, are available online at: www.londonmet.ac.uk/coursework-exams
In some cases sample rather than actual papers are provided.

6.15 Examination Timetable

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

6.16 Evision

Evision is the University’s online facility that allows you to access your personal student record, and is where you print your coursework coversheets and other forms that you may need. You also re-enrol via Evision and view information showing your attendance at classes. You can view your:
Personal and contact details (can be updated online)
Registered modules
Enrolment and progression
Record of coursework deadlines and submissions
Mitigating Circumstances and appeals decisions
Module results (available from notified date of publication)
Details of final award

For more information please check: www.londonmet.ac.uk/evision

6.17 ICT Services

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

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

Support is provided throughout the day through dedicated onsite teams, with Student Helpdesks located at the Tower Building, Calcutta House and Moorgate. Telephone support is available evenings and weekends every day of the year.

Details can be found on the support webpage: http://my.londonmet.ac.uk

The University has an Acceptable Use Policy which applies without exception to all users of the University’s ICT facilities. The policy can be downloaded at: http://www.londonmet.ac.uk/aup

6.18 Libraries and Special Collections

You have access to our three libraries located at Calcutta House, Commercial Road and Holloway Road. All libraries house plenty of computers and comfy informal learning spaces. The Holloway Road Library additionally offers techno booths, teaching rooms and a café area. All University libraries have 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 at: http://catalogue.londonmet.ac.uk/

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

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

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

6.19 Marking and grades

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

- 70% and above Masters degree with Distinction
- 60% - 69.99% Masters degree with Merit
- 50% - 59.99% Masters degree
- 0% - 49.99% Fail

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

6.20 Mitigating Circumstances

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

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

6.21 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.

6.22 Printing

Laser printing is available throughout the University. A fee is charged. For more information please access: https://intranet.londonmet.ac.uk/iss/print/printing.cfm

6.23 Progression

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

Any failure to progress is likely to delay your graduation and will lead to you incurring extra debt; for this reason, students who think they may be unable to attempt assessment should seek advice from their Student Hub/Course Leader as soon as possible.
6.24 Publication of Results and Transcripts

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

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

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

6.25 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 50%. (See also section 6.20 above)

6.26 Retaking a module

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

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

6.27 Student Conduct

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

6.28 Student and Staff Charters

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

For further information please access: www.londonmet.ac.uk/charters

6.29 Student Services

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

- Academic
- Finance and Debt
- Counselling & Personal Development
- Personal and Emotional wellbeing
- Faith and Spirituality
- Careers and Employment
6.30 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 Personal Academic Tutor to ensure that there are no academic impediments which could impact upon your return to studies.

If you are a student on a Tier 4 student visa, you **must** also seek advice from the International Student Advice Team (adviceinternational@londonmet.ac.uk) as it will affect your immigration status and it is very likely that you will need to return home and apply for a new visa.

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

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

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

6.31 Terms and Conditions/Student Agreement

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 (Student Agreement) given at: www.londonmet.ac.uk/termsandconditions govern the relationship between you the University and it is your responsibility to read and understand this important information. If there are aspects of the Terms and Conditions (Student Agreement) you do not understand please contact the University Secretary’s Office. Other important policies that may apply during your study at the University can be found at: www.londonmet.ac.uk/universitysecretary

6.32 Visa Compliance

The Visa Compliance team is responsible for monitoring all international students, and in particular those who are studying in the UK on a Tier 4 student visa. The team will regularly monitor:
- Visa expiry dates
- Students who have an immigration application pending with the Home Office
- Passport expiry dates
- Weekly attendance (including students on work placements)
- Changes in student status (intermission, suspensions, withdrawals etc)
- Changes in module registration or course transfers
It is important that you respond to all communication from the Visa Compliance team immediately. Failure to do so could lead to your withdrawal from your course. If you are in the UK on a Tier 4 student visa, the University is required to report this to the Home Office and withdraw sponsorship of your visa. It is likely that the Home Office will then curtail your visa. In this case, you will not be permitted to rejoin your course on your current visa.

You should contact the Visa Compliance team at: visa.compliance@londonmet.ac.uk if you have any questions about changes to your student status or immigration status. For specific immigration advice please contact the International Student Advice team @: adviceinternational@londonmet.ac.uk

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. The student development and volunteering programme, run by Reach, includes: voluntary work experience; mentoring young people, volunteering overseas, tutoring in local schools, community work and career mentoring. Student volunteering is undertaken with statutory agencies or charitable and voluntary bodies. It provides opportunities of a theoretical and practical nature, in fields such as community work, conservation, research, administration, legal, marketing, PR and education. Visit our webpage:
http://reach.londonmet.ac.uk/home.aspx

6.34 WebLearn – Online module resources

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

6.35 Withdrawal from a module

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

Withdrawal from a module is not permitted after week 2; students with unforeseen circumstances, which prevent completion of an assessment or a module, should submit a mitigating circumstances claim.
Section 7  The Key Features of your Course

7.1 Course Specification

LONDON METROPOLITAN UNIVERSITY

Course Specification template

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

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

<table>
<thead>
<tr>
<th>Section One: ABOUT THE COURSE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> Name of course and highest award</td>
<td>Graphic Design</td>
</tr>
<tr>
<td><strong>2</strong> Level of highest award (according to FHEQ)</td>
<td>Level 7 (PG)</td>
</tr>
<tr>
<td><strong>3</strong> Possible Interim Awards</td>
<td>PG Certificate in Graphic Design</td>
</tr>
<tr>
<td><strong>4</strong> Awarding/validating institution</td>
<td>London Metropolitan University</td>
</tr>
<tr>
<td><strong>5</strong> Teaching institution(s)</td>
<td>London Metropolitan University</td>
</tr>
<tr>
<td><strong>6</strong> Total credit for course (for highest award)</td>
<td>180</td>
</tr>
<tr>
<td><strong>7</strong> Faculty responsible</td>
<td>Art, Architecture and Design</td>
</tr>
<tr>
<td><strong>8</strong> Mode of attendance</td>
<td>Autumn start</td>
</tr>
</tbody>
</table>

MA Graphic Design is grounded in the understanding that design is a key driver for change in society and the environment. The challenges and opportunities for design and designers are being constantly re-imagined as the unpredictability of the future tests our capacity to adapt, invent and apply creative design solutions to emerging needs and scenarios. Graduates of this course will produce work that defies narrow conceptions of the graphic designer as concerned solely with visual communication or commercial content.

Knowing that the future is largely shaped by design decisions implies a responsibility for all designers to act in a manner that combines experimentation and radical thinking with care, effective research and collaboration with those who will be affected by the outcomes of designers’ work. Designers will want to imbue their work with meaning, to use it to communicate, to engage collective response and human behaviour. A key aim of the course is to encourage students to understand the role of the graphic designer in contributing to the societal creative economy as a dynamic agent, commentator and author of cultural change; and to pursue the advancement of aesthetic literacy and visual communication philosophies through a breadth of media. Our goal is to lead our students to be ready for the requirements of both the commercial and experimental graphic design creative sector, where deep analysis and fast, flexible,
imaginative design process across all media platforms are ever more in demand.

There is an emphasis upon situating the student in a real, complex and ambiguous context for project work, with parameters that cover social, political and economic contexts as well as the physical and mediated context. The curriculum focuses in an advanced and systematic way on aspects of the profession and practice of graphic design, and this is made real to students through the live projects and commercial partners that are integral to the course. MA Graphic Design is one of a number of MA Design courses that co-exist at the Cass, offering rich opportunities for the collaborative multidisciplinary approach that is a feature of the current and future design sector and a requirement for success in the field.

The course recognises the whole range of strategies and tools available to graphic designers, from traditional processes and media to emerging media platforms. Creative exploration of design possibilities through both the traditional and digital is encouraged. The retrospective consideration of the traditional and the thrill of the new offer both creative and commercial opportunities. This course seeks to capitalise on with its unique reservoir of creative and commercial staff expertise and physical resources.

Design projects are delivered within selected studios that set the theme for design over the academic year. The studio, led by an experienced designer and tutor, initiates projects that offer the student a choice of a wide range of research interests and contemporary cultural and theoretical contexts. They all share a commitment to contemporary design and its global and local contexts, a passion for design, and desire to test the premises of graphic design, theoretically as well as practically. Projects vary from intense one-day conceptual projects to branded 'client' projects culminating in the self-selected major project at the end of the course. The course offers students a realistic professional practice environment, with access to the ‘state of the art’ digital and traditional facilities.

The course employs a range of teaching and learning strategies including:

**Live projects** enable students to develop project management skills, negotiation and collaborative working skills while developing their own approach to working in real-world/public contexts.

**Peer review, critiques and self-evaluation** encourage students to analyse and critically evaluate and engage with their own work and the work of others and develop advanced communication and presentation skills.

**Seminars, reading groups, lectures** support students to rigorously and systematically interrogate core practice, material, theory and case studies and also provide a platform for debate and engagement in the wider world of creative practice and culture.

**Self-directed study** is core to the course and used as the basis for tutorial discussion and critique. Students will be encouraged to engage with personal development planning (PDP) to enable them to reflect on, plan and review their own personal development as an ongoing process.

**Technical/ ICT workshop inductions and workshop demonstrations** are available along with open access to technical/ICT facilities to enable students to test out and produce work in an appropriate medium based on their own research plans.

**Professional practice talks and workshops** are shared across the School and Faculty and support students to develop their entrepreneurial strategies and the skills necessary for subject-specific or related professional practice.

In addition, students are encouraged to make maximum use of library materials and e-resources both within the Faculty and University. Blended Learning (weblearn) includes the provision of course and module information on the web, lecture notes, feedback, and blogs are used to enhance independent learning.

10 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 overall aims of the course are to:

- Produce graduates who can negotiate complex, unstable, ambiguous problems and scenarios to realise confident, professional, effective design and material solutions
- Ensure that graduates understand the importance of, and have the knowledge and experience to carry out, appropriate, in-depth and ethical design development research techniques and methods
- Enable the exploration of discipline debates within and across, both subject-specific and hybrid practices and foster advanced critical analysis and creative synthesis across design practice
- Develop collaborative, entrepreneurial, team working and presentational skills relevant to contemporary professional practice
- Identify and deliver a field of individual research and practice; plan, develop and present an ambitious masters project

The course addresses the needs of students from graphic design (and aligned disciplinary fields) where traditional roles are increasingly blurred and design skills may be needed in a variety of guises. The course also addresses the needs of graduates from associated disciplines at undergraduate level, but who are looking to switch disciplines at Masters level, by locating the subject in a broad creative and intellectual context and providing opportunities to advance techniques and skills, encouraging alumni to seek and create opportunities for the practice of their evolving discipline. Students whose first degree is not directly aligned to the named Masters will be supported and guided appropriately to meet the requirements and learning objectives of masters level study.

Course learning outcomes. *Learning outcomes are statements of what a student is expected to understand or be able to do after completing the process of learning.*

Knowledge and Understanding

By the end of the course, the student is expected to:

1. Produce viable, creative, innovative graphic design through the application of a well-founded design research and development process
2. Interpret and evaluate graphic communication from a range of critical perspectives, taking into account the cultural and socio-economical context of their design, distribution and mediated consumption
3. Reflect upon and respond to audience response and impact, commercial, ethical, environmental and legal issues involved in graphic design
4. Develop an individual response and approach to the creative challenges of graphic design, and be prepared to defend their position and work in practical, conceptual and social responsibility terms

Cognitive Skills/ Intellectual Skills

By the end of the course, the student is expected to:

1. Construct and apply an iterative process that communicates, tests and evaluates ideas and design propositions through critical, self-reflective and objective processes of analysis
2. Critically appraise graphic concepts and media within a given social, commercial, cultural and interdisciplinary framework
3. Clearly formulate and express the critical framework of ideas supporting a design proposal through appropriate models of representation or written argument
4. Reflect upon and evaluate their own contribution to contemporary graphic design

Practical Skills

By the end of the course, the student is expected to:

1. Produce and propose from inception to completion, graphic communication at a postgraduate level, which demonstrate an advanced and professional creative response to challenging and
complex self-set and/or external design problems
2. Carry out effective research into current and emerging digital, print and photographic media, and select and specify those appropriate for their own graphic design proposals
3. Exhibit design project management expertise, directing and managing the design and making process with others to achieve a convincing and well-worked proposals
4. Collate, document and present proposals effectively and persuasively in written, verbal and visual means in accordance with industry conventions and commercial expectations
5. Present advanced understanding and application of an individual response to mediated, social responsibility issues attaching to graphic design

Key/Transferable Skills

By the end of the course, the student is expected to:
1. Independently plan and effectively manage learning and project development to completion and presentation
2. Work effectively as a member of a team, recognising individual’s potential for contribution and negotiating task allocation appropriately
3. Reflect realistically on the progress and success of the project and revise tasks and priorities accordingly
4. Articulate and defend clearly to clients, peers and related professionals the intentions of graphic proposals produced and the rationale underpinning their development and production

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>Level 7 324 (18%)</td>
</tr>
<tr>
<td>Guided independent studies</td>
<td>Level 7 1452 (81%)</td>
</tr>
<tr>
<td>Workplace observation/ Placement/field-trips/study abroad</td>
<td>Level 7 24% (1%)</td>
</tr>
<tr>
<td><strong>TOTAL LEARNING HOURS FOR THE COURSE</strong></td>
<td>1800</td>
</tr>
</tbody>
</table>

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

Opportunities for professional and personal development are built into this course, through curriculum design, choice of projects, studios and designate modules. These allow the student to tailor the course around their specific interests. This approach is supported by a system of individual tutorials, available on all modules, and culminates in the research and development of the final project.

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?

MA Graphic Design is designed to prepare graduates for advanced entry to professional design practice: at the end of the course, graduates will have a work-ready portfolio representing the projects completed individually and in collaboration throughout the year.

The course is situated in the real, complex and ambiguous context, including social, political and economic as well as the mediated. The course recognises the shifting nature and demands of the world of design in all its forms and will provide the knowledge and strategies to stay abreast of developments in materials, technology, demand, constraints and market conditions.

Design practice leads the course, defining its role within contemporary and emerging contexts. Projects vary from intense one-day conceptual projects to branded 'client' projects, culminating in the self-selected major project and final collection at the end of the course. Students will learn through applying their developing skills and understanding in practice, carried out in our extensive facilities.
Students will be expected to produce work that is innovative, creative and critically informed and will be challenged to be ready to contextualise, articulate and where appropriate, defend their work based on sound and thorough advanced research methods for design. In this way, students will develop the confidence and ability to present their work in a professional and credible manner.

<table>
<thead>
<tr>
<th></th>
<th>Teaching site(s) for course</th>
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<tbody>
<tr>
<td></td>
<td><strong>Aldgate</strong></td>
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<tr>
<th></th>
<th>PSRB accreditations (where relevant)</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td>17</td>
<td>Exemptions from Professional Body examinations (where relevant)</td>
<td>N/A</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Principal QAA Subject Benchmark Statement (where relevant)</th>
<th>QAA Masters Degree Characteristics</th>
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<tr>
<th></th>
<th>Expected length of course</th>
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<tbody>
<tr>
<td></td>
<td>Full Time</td>
<td>12 months</td>
</tr>
<tr>
<td></td>
<td>Part Time</td>
<td>24 months</td>
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<tr>
<td></td>
<td>Other (please specify)</td>
<td></td>
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</table>

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<tr>
<th></th>
<th>Admissions requirements, to be demonstrated through certificated or experiential learning <em>(around 30 words)</em></th>
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<tbody>
<tr>
<td></td>
<td>Successful applicants will normally have one or a combination of the following:</td>
</tr>
<tr>
<td></td>
<td>• an honours degree classification of 2.1 or higher in Graphic Design or Visual Communication;</td>
</tr>
<tr>
<td></td>
<td>• an honours degree classification of 2.1 or higher in a related subject plus relevant professional practice, consultancy and employment experience or training;</td>
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<tr>
<td></td>
<td>Applicants will also be expected to present a portfolio and submit a clear rationale for postgraduate study within the subject area.</td>
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<td></td>
<td>Students for whom their first degree is not directly aligned to the named Masters, will be supported and guided appropriately to meet the requirements and learning objectives of masters level study.</td>
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<tr>
<td></td>
<td>Students will be required to fulfil the standard University postgraduate admissions requirements in relation to English Language (IELTs or equivalent).</td>
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<tr>
<td></td>
<td>Applications can also be considered in relation to previous Masters level study through formal APEL procedures as determined by the University Regulations.</td>
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<table>
<thead>
<tr>
<th></th>
<th>Details of organised work experience, work based learning, sandwich year or year abroad available during the course <em>(if applicable)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Work based learning is embedded within the course, through engagement in live projects and exhibitions where students are required to take on organisational and entrepreneurial activities, to support the marketing and presentation of their own practice or a collaborative venture.</td>
</tr>
<tr>
<td></td>
<td>A substantial part of a student’s learning takes place in the studio. This is intended in part to replicate the ‘world of work’ as students are members of a working community led through projects by an experienced member of staff. The dynamics of task allocation, team working, reporting and assessment of progress will assist in preparing students for professional practice. The studios engage with industry partners through live projects or other initiatives that will bring them into contact with sector professionals and ways of working.</td>
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<table>
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<tr>
<th></th>
<th>Other external links providing expertise/experience available during the course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The MA Graphic Design course and the Faculty has a strong public profile, this includes external exhibitions, lecture programmes and live projects. Visiting critics and speakers are regularly hosted and</td>
</tr>
</tbody>
</table>
have direct contact with students in reviews and presentations. The course encourages students to experience a range of external organisations and sample a high level of contemporary, business practice. Real design briefs are offered as part of the curriculum.

24 Arrangements on the course for careers education, information and guidance

Tutors on the course are professional practitioners, well placed to offer career guidance. Studios and projects are designed as vehicles, through which permanent and visiting tutors can lead by the example of their own successful practice. Studios provide opportunities to experience differing professional approaches from guest tutors, collaborative and interdisciplinary working and industry contacts. Working with external partners also enables additional opportunity to observe and learn about professional practice, through real-world situations.

25 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.

Graduates of MA Graphic Design aim to work as freelance practitioners, join agencies or work within design consultancies in London, the UK and overseas. Others gain employment as illustrators, web designers, in design research, advertising and marketing or as exhibiting practitioners.

Section Two: COURSE STRUCTURE AND ASSESSMENT

26 Course assessment strategy

Assessment is based on individual project development, written submissions, individual and group presentations and a culminating project. Students are required to submit a portfolio of their relevant practical work together with all supporting material. Assessment includes a combination of diagnostic, formative and summative methods.

Assessment of knowledge and understanding is through coursework and projects. This may include as appropriate, oral presentations, group criticism of work and essays, practical outcomes, continuous coursework, practical (group, individual) critical review, study plans, learning agreements, reports, portfolios, verbal and visual presentations. Group critiques are used to assess the students’ ability to identify and communicate their intentions both verbally and through their design practice.

Students are expected to participate reflectively in assessment. Self-evaluation involves students in reflection on their own progress in relation to the learning outcomes, and mirrors the assessment process conducted by the course team, providing the basis for discussion at assessment feedback sessions after formal coursework assessment has taken place.

There will be formative assessment and feedback throughout the course, delivered in-class, through tutorials, in critique sessions and at presentations of work in progress. Feedback will be recorded and provided to students in line with approved Faculty procedures and timelines. Feedback will follow the Faculty policy of ‘feed forward’ clearly identifying both strengths of the work reviewed as well as areas and ways to improve work for the future. Students are expected to maintain appropriate records of their work as it develops across their agreed programme of studies and to take part in seminar discussion of their own and others’ work.

Summative assessment involves a formal presentation of work produced and considers the measure of achievement in relation to module learning outcomes.

<table>
<thead>
<tr>
<th>Level Seven (Delete as appropriate)</th>
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</thead>
<tbody>
<tr>
<td><strong>Semester</strong></td>
</tr>
<tr>
<td>year long (30 weeks)</td>
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<tr>
<td>year long (30 weeks)</td>
</tr>
<tr>
<td>Autumn period (15 weeks)</td>
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<td>-------------------------</td>
</tr>
<tr>
<td>Spring period (15 weeks)</td>
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<tr>
<td>Spring period (15 weeks)</td>
</tr>
<tr>
<td>Spring period (15 weeks)</td>
</tr>
</tbody>
</table>

28 Mapping matrix of modules delivering the course learning outcomes

<table>
<thead>
<tr>
<th>Course learning outcome (list all)</th>
<th>Met by module aim/learning outcome (list all relevant module titles)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge and Understanding</td>
<td></td>
</tr>
</tbody>
</table>
| KO1 Produce viable, creative, innovative graphic design through the application of a well-founded design research and development process | DN7017 Design Research for Practice  
|                                  |                                                                 | DN7018 Design Project Development |
| KO2 Interpret and evaluate graphic communication from a range of critical perspectives, taking into account the cultural and socio-economical context of their design, distribution and mediated consumption | DN7017 Design Research for Practice  
|                                  |                                                                 | DN7011 Visual Intelligence |
| KO3 Reflect upon and respond to audience response and impact, commercial, ethical, environmental and legal issues involved in graphic design | DN7017 Design Research for Practice  
|                                  |                                                                 | DN7011 Visual Intelligence  
|                                  |                                                                 | DN7016 Atlas of Storytelling  
|                                  |                                                                 | DN7015 Design Evolutions: Advancing Technologies |
| KO4 Develop an individual response and approach to the creative challenges of graphic design, and be prepared to defend their position and work in practical, conceptual and social responsibility terms | DN7018 Design Project Development  
|                                  |                                                                 | DN7019 Project as Professional Practice |
| Cognitive Skills/ Intellectual Skills |                                                               |
| CO1 Construct and apply an iterative process that communicates, tests and evaluates ideas and design propositions through critical, self-reflective and objective processes of analysis | DN7017 Design Research for Practice  
|                                  |                                                                 | DN7018 Design Project Development  
|                                  |                                                                 | DN7019 Project as Professional Practice  
|                                  |                                                                 | DN7015 Design Evolutions: Advancing Technologies |
| CO2 Critically appraise graphic concepts and media within a given social, commercial, cultural and interdisciplinary framework | DN7017 Design Research for Practice  
|                                  |                                                                 | DN7011 Visual Intelligence  
|                                  |                                                                 | DN7013 Design for Change  
|                                  |                                                                 | DN7016 Atlas of Storytelling  
|                                  |                                                                 | DN7015 Design Evolutions: Advancing Technologies |
| CO3 Clearly formulate and express the critical framework of ideas supporting a design proposal through appropriate models of representation or written argument | DN7017 Design Research for Practice  
DN7P19 Project as Professional Practice  
DN7011 Visual Intelligence  
DN7016 Atlas of Storytelling  
DN7015 Design Evolutions: Advancing Technologies |
|---|---|
| CO4 Reflect upon and evaluate their own contribution to contemporary graphic design | DN7017 Design Research for Practice  
DN7011 Visual Intelligence  
DN7013 Design for Change  
DN7016 Atlas of Storytelling |
| **Practical Skills**  
**PO1** Produce and propose from inception to completion, graphic communication at a postgraduate level, which demonstrate an advanced and professional creative response to challenging and complex self-set and/or external design problems | DN7P19 Project as Professional Practice  
DN7011 Visual Intelligence  
DN7016 Atlas of Storytelling  
DN7015 Design Evolutions: Advancing Technologies |
| **PO2** Carry out effective research into current and emerging digital, print and photographic media, and select and specify those appropriate for their own graphic design proposals | DN7017 Design Research for Practice  
DN7018 Design Project Development  
DN7011 Visual Intelligence  
DN7013 Design for Change  
DN7015 Design Evolutions: Advancing Technologies |
| **PO3** Exhibit design project management expertise, directing and managing the design and making process with others to achieve a convincing and well-worked proposals | DN7P19 Project as Professional Practice  
DN7011 Visual Intelligence |
| **PO4** Collate, document and present proposals effectively and persuasively in written, verbal and visual means in accordance with industry conventions and commercial expectations | DN7017 Design Research for Practice  
DN7018 Design Project Development  
DN7P19 Project as Professional Practice  
DN7013 Design for Change  
DN7015 Design Evolutions: Advancing Technologies |
| **PO5** Present advanced understanding and application of an individual response to mediated, social responsibility issues attaching to graphic design | DN7017 Design Research for Practice  
DN7011 Visual Intelligence  
DN7013 Design for Change  
DN7015 Design Evolutions: Advancing Technologies |
| **Key/ Transferable Skills**  
**TO1** Independently plan and effectively manage learning and project development to completion and presentation | DN7018 Design Project Development  
DN7P19 Project as Professional Practice |
| **TO2** Work effectively as a member of a team, recognising individual’s potential for contribution and negotiating task allocation appropriately | DN7018 Design Project Development  
DN7011 Visual Intelligence  
DN7015 Design Evolutions: Advancing Technologies |
| **TO3** Reflect realistically on the progress and success of the project and revise tasks and priorities accordingly | DN7017 Design Research for Practice  
DN7018 Design Project Development  
DN7P19 Project as Professional Practice |
| **TO4** Articulate and defend clearly to clients, peers and related professionals the intentions of graphic proposals produced and the rationale underpinning their development and production | DN7017 Design Research for Practice  
DN7018 Design Project Development  
DN7P19 Project as Professional Practice  
DN7011 Visual Intelligence  
DN7013 Design for Change  
DN7015 Design Evolutions: Advancing Technologies |

29 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.

**Postgraduate Certificate (60 credits):**
DN7017 Design Research for Practice (40) or DN7018 Design Project Development (40) plus DN7011 Visual
Intelligence (20)

Postgraduate Diploma (120 credits):
DN7017 Design Research for Practice (40), DN7018 Design Project Development (40), DN7011 Visual Intelligence (20) plus one of DN7013 Design for Change (20), DN7015 Design Evolutions: Advancing Technologies (20) or DN7016 Atlas of Storytelling (20)

Masters (180 credits):
DN7P19 Project as Professional Practice (60), DN7017 Design Research for Practice (40), DN7018 Design Project Development (40), DN7011 Visual Intelligence (20) plus one of: DN7013 Design for Change (20), DN7015 Design Evolutions: Advancing Technologies (20) or DN7016 Atlas of Storytelling (20)

Part time study
Year 1: DN7017 Design Research for Practice (40) plus DN7011 Visual Intelligence (20) plus one of: DN7013 Design for Change (20), DN7015 Design Evolutions: Advancing Technologies (20) or DN7016 Atlas of Storytelling (20)
Year 2: DN7018 Design Project Development (40) plus DN7P19 Project as Professional Practice (60)

The Project module DN7P19 must be taken in the final year of MA study. Alternate sequencing of the other modules may be considered with academic consent.

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.

The course will undertake a formal academic review of student performance at the end of each semester. Students performing below threshold standard will be recommended and/or required to revise their programme of study.

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

| (Faculty) Course Leader at time of approval | Bruce Ingman |
| (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 |

| (QEU) Original date of approval             | |
| (QEU) Course approved to run from          | |
| (QEU) Course specification version number  | |
| (QEU) Revision date (specify cohort)       | |
| (Academic Registry) London Met course code | |
| (Academic Registry) Route code             | |
| (Planning Office) JACS code                | |

7.2 Additional Course Related Information

As a student of the CASS, you will have access during facility access sessions to the resources of Cassworks. It is very important that you abide by all the Health and Safety guidance and regulation that applies in these places. Risk assessments are posted and you should read them, and if you do not understand anything, ask for clarification.
Please take care of your personal possessions, keeping them safely stored when not in use. You are advised to label everything, including work in progress and materials, with your name, course and date; this will help to avoid accidental disposal.

7.3 Placements/study abroad

Although there are no formal Placements abroad on the MA Design programme, visits to exhibitions, galleries and companies, both in the UK and sometimes overseas are a regular feature of the course.
<table>
<thead>
<tr>
<th>Index of Key online information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic appeals</td>
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