Course Handbook

BSc (Hons) Music Technology (Sound for Media)

Sir John Cass Faculty of Art, Architecture and Design

For admission to Certificate Level in 2014-2015
Undergraduate Academic Year 2014-2015

<table>
<thead>
<tr>
<th>Activity</th>
<th>Starts</th>
<th>Ends</th>
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<tbody>
<tr>
<td>Welcome Programme (Enrolment/Induction)</td>
<td>22 September 2014</td>
<td>26 September 2014</td>
</tr>
<tr>
<td>Autumn Semester and Yearlong Modules Begin</td>
<td>w/c 29 September 2014</td>
<td></td>
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<tr>
<td>Teaching (Autumn Term)</td>
<td>29 September 2014</td>
<td>19 December 2014</td>
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<tr>
<td>Christmas vacation</td>
<td>22 December 2014</td>
<td>2 January 2015</td>
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<tr>
<td>Teaching (Spring term)</td>
<td>5 January 2015</td>
<td>27 March 2015</td>
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<tr>
<td>Examinations for Autumn Semester Modules</td>
<td>19 January 2015</td>
<td>23 January 2015</td>
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<tr>
<td>Spring Semester Modules begin</td>
<td>w/c 26 January 2015</td>
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<tr>
<td>Easter vacation</td>
<td>30 March 2015</td>
<td>10 April 2015</td>
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<tr>
<td>Teaching (Summer term)</td>
<td>13 April 2015</td>
<td>22 May 2015</td>
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<tr>
<td>Resit examinations</td>
<td>20 July 2015</td>
<td>4 August 2015</td>
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<tr>
<td>Reassessment Coursework Deadline</td>
<td>3pm 30 July 2015</td>
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<tr>
<td>January starters</td>
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<tr>
<td>Welcome Programme (Enrolment/Induction for January Starters)</td>
<td>19 January 2015</td>
<td>23 January 2015</td>
</tr>
<tr>
<td>Teaching and Assessment Programme for January Starters</td>
<td>26 January 2015</td>
<td>31 July 2015</td>
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Undergraduate Term Dates

<table>
<thead>
<tr>
<th>Term Dates</th>
<th>Starts</th>
<th>Ends</th>
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<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>
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In addition to these fixed dates, please note the following events during the year:

<table>
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<tr>
<th>April/May</th>
<th>Confirmation of modules to be taken in the next academic year. Publication of exam timetable the for May exam period.</th>
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<tbody>
<tr>
<td>June/July</td>
<td>Publication of module results.</td>
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<td></td>
<td>Publication of reassessment exam timetable.</td>
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<tr>
<td></td>
<td>Continuing students may print off a record of their modules and results from Evision; official certified transcripts available on request from the Undergraduate Offices (fee payable).</td>
</tr>
<tr>
<td>August</td>
<td>All students completing their award will be sent official transcripts</td>
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<tr>
<td>September</td>
<td>Instructions for re-enrolment sent to continuing students</td>
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<tr>
<td></td>
<td>Publication of results of July reassessments or late assessments</td>
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</table>

Exact dates and deadlines available via www.londonmet.ac.uk/coursework-exams
**KEY CONTACTS**

**Course Leader:** Dr. Javier A. Garavaglia ([j.garavaglia@londonmet.ac.uk](mailto:j.garavaglia@londonmet.ac.uk))  
**Course Leader’s Office:** CR6-41  
**Main Teaching location:** Commercial Rd, 41 Commercial Road, E1 1LA, LONDON  
**Personal Academic Tutor:** Jon Baldwin ([j.baldwin@londonmet.ac.uk](mailto:j.baldwin@londonmet.ac.uk))  
**Student Hub:** Aldgate, [AldgateHub@londonmet.ac.uk](mailto:AldgateHub@londonmet.ac.uk)

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**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>
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</thead>
<tbody>
<tr>
<td>1. to be part of a real community of learning in London with diverse staff and students collaborating and working in partnership</td>
<td>1. engage with the London Met community of learning in a respectful, honest and constructive manner</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 (as a full time undergraduate student)</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>5. in the first 3 weeks of your module, clear explanations of what you have to do and how we will mark your coursework and exams</td>
<td>5. understand the objectives and purpose of your coursework and exams and plan your studies accordingly</td>
</tr>
<tr>
<td>6. constructive oral or written feedback on your coursework, normally within 15 working days</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>7. teaching in an interactive way and using contemporary technologies</td>
<td>7. engage in out-of-class work using our online facilities</td>
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<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>
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<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>
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<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>
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<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>
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Your Course Handbook contains a wealth of information. Some of it will be of more relevance to you later in the course than at the start of your studies. It covers many of the questions you will have about your course and how to locate additional information or advice.

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

- **University online Student Zone** - for details of important University regulations and procedures within an 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/)

- **Undergraduate Students’ webpage** – a comprehensive on-line resource for undergraduate students. Provides information about course structures, modules and timetables. Please see: [www.londonmet.ac.uk/ug-course-information](http://www.londonmet.ac.uk/ug-course-information)

- **Module Catalogue** – provides comprehensive details of all modules in the University’s undergraduate portfolio. Please see: [https://intranet.londonmet.ac.uk/prog-plan/module-catalogue](https://intranet.londonmet.ac.uk/prog-plan/module-catalogue)

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

All undergraduate courses are governed by the University’s Academic Regulations [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 an undergraduate student of the University. We provide guidance on most aspects of the Academic Regulations via our website, including our online Student Handbook; if you are unsure please contact your Student Hub or ask your Personal Academic Tutor. 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.
SECTION 1  WELCOME TO YOUR COURSE AND FACULTY

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

Welcome to The Cass School of Art

The School of Art at The Cass offers a range of courses from Year 0/Foundation through to BA, MA and PhD with our core subjects of Animation; Curating; Film and Broadcast Production; Fine Art; Musical Instruments; Music Production; Photography and Sound for Media. All of our courses share a strong commitment to providing you with a supportive, stimulating and creative context to study creative practice in the heart of London’s East End.

We aim to support you to make the best use of your course so that you can develop the knowledge and practical, theoretical and conceptual skills you will need to pursue your ambitions. This means that learning at The Cass is an active and collaborative activity and we will encourage and value your contribution and feedback. As a student in the School of Art we consider that you and your peers are the most important part of the Cass community. Your experience on your course is important to us and we encourage you to both participate as a creative practitioner in our projects and events, but also to feedback to us with your own observations and suggestions.

We are delighted that you have chosen to study with us and we are confident that you will find your time with us rewarding and stimulating. The course team, the technical and support staff and I are all looking forward to working with you as you pursue your studies on the course.

Andrew Stone
Deputy Dean

1.2 Introduction to your Course

The Cass has a long tradition in Music technology and this course has its roots in the idea bringing Media and Sound together. It will provide you with theoretical and technical expertise, which will open up a wide range of career opportunities involving sound design for the media, specially, but not restricted to, the moving image. Although the course focuses on sound design (including different types of music, sound effects and speech synchronisation) for media (including video), it offers uniquely for this type of course a dual pathway for future employment in the fields of:

(1) music technology/sound design and surround sound:
(2) moving image;
(3) audiovisual art (interactive media).
The concept of Sound Design involves all aspects of sound, including music. During the course, you will develop as creative, adaptable and reflective practitioners in sound design and the moving image production and at the same time grow your creative and technological skills through both practical projects and by study of theory.

You will be working in a professional environment with high quality equipment, including the Sound and Media Studios based at our Commercial Road site, which consist of three 5.1 Surround Studios, three Video-Audio Chambers with 2.1 sound and one recording space. These facilities were built back in 2005/6 specially for this course.

You will learn in a mixture of individual and group tuition, seminars and lectures. Study is undertaken in the Studios and labs, online, in the library, etc. In the final year, students in this course pursue a major project and write a dissertation. All work is geared to the final exhibition during the month of Jun: the CASS summer show, with an entire module dedicated to the preparation of such an event.

Our central aim is to ensure you have an understanding of sound and media methodologies, systems and processes in order to work effectively as artists/music technologists. We prepare you to work both individually and as part of teams throughout your time on the course, establishing not only an understanding of common practice but also of its market context. This experience prepares you for the reality of employment in today’s institutions and organisations. We also aim to provide a wide range of transferable skills within the curriculum. This course places great emphasis on creative thinking, sound research methods, problem-solving, management, organisational, communication and presentation skills.

The course also prepares you for research and postgraduate studies, development, management and production roles within the sound design/music/film/media industry. You shall be studying with exciting lecturers, who are renowned music artists from many parts of the world. All of this contributes to development of your self-management and self-critical skills at the core of the course. As a graduate, you will finish your degree with a full matrix of skills and knowledge in order to apply them to produce solutions, an essential skill valued by most employers.

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

2.1 Key features of Undergraduate Degree Courses

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

Your degree course is organised into three levels:

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

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

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

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

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

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

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

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

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

2.1 Credit for previous learning

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

If you wish to claim for APL please contact your Student Hub in the first instance.
2.2 Modules

Most first year students will have a programme of modules already registered for the whole year.

The structure of your course is printed in this Course Handbook but up to date information about the modules you need to study is best found at: https://intranet.londonmet.ac.uk/prog-plan/module-catalogue

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

- **Core modules**: You must study these compulsory modules in order to meet the requirements of your award.
- **Option modules**: Whilst at level 4, all the modules are core, levels 5 and 6 have some optionality. Option modules are designed to provide opportunities for breadth (extension of knowledge or a modern language module) and depth (subject specific option module). ‘Extension of Knowledge’ modules are options from subject areas outside your main subject(s) and you can choose from an approved list of modules offered within and across Faculties.
- **Pre-requisite**: These are modules which normally must be passed/completed before you may proceed to study a subsequent module(s). This is to ensure that you have an appropriate level of knowledge to study the later module(s).

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

2.3 Module registration, course planning and approval

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

Before the start of each year, returning students programme plan by confirming any option choices available to them. If you need advice or support in planning your programme please contact your Student Hub in the first instance. You may be referred to your Personal Academic Tutor, if required. Once your programme is confirmed an individual personal timetable is generated for you and if you miss the registration deadline you may not be allowed to register your preferred modules. Once registered, there is a very limited opportunity (i.e. no later than the end of week 2 of the academic year) in which to change, or withdraw from, modules. These rules minimise disruption and aid planning.

It is your responsibility to ensure you have an approved programme of study, which, for full time students will, normally consists of 120 credits per year. Part time students study up to 90 credits of modules per year. Further information and a guide to module registration can be found online: www.londonmet.ac.uk/ug-course-information

The Module Catalogue gives the full list of modules available: https://intranet.londonmet.ac.uk/prog-plan/module-catalogue/

FURTHER LEARNING OPPORTUNITIES

2.4 Open Language Programme

‘Extension of Knowledge’ includes Open Language Programme (OLP) modules. They range from complete beginner to graduate level in the following languages: Arabic, French, German, Italian, Japanese, Mandarin Chinese, Spanish and Brazilian Portuguese. If your course structure includes option modules and you wish to study
a modern language, you'll need to be assessed and registered at the appropriate level. Please ask your Personal Academic Tutor for advice and visit www.londonmet.ac.uk/olp to view the arrangements for assessments and further information.
3.1 Induction Programme Checklist

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

- an ID card (including library number and computer network username)
- a programme of study confirming your registered modules
- a personal timetable
- the location of your Student Hub
- the location of your main Library and IT facilities
- the name of your Academic Liaison Librarian
- the name of your Personal Academic Tutor
- 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 Term

Classes commence on 29 September 2014 and your timetable will list all the classes that you are required to attend.

You will meet the module lecturers, who will often be giving the main lecture for the module, and your module tutors, who will take your group tutorials/seminars/workshops. During the first term you will also meet your Personal Academic Tutor (refer section 4.7).

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.

3.4 Your Timetable

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

Provided that you enrolled at the required time, your timetable will be available on-line and the structure of classes will be explained during your Induction Programme. Your timetable will change each year and will be available after you have re-enrolled. For your personal timetable, visit: www.londonmet.ac.uk/ug-course-information

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

Your course will provide opportunities to learn new skills and acquire knowledge in your chosen subject areas. To make the most of the opportunities available, you need to organise and plan your learning to help you manage your time effectively – see the guidance provided on the Study Hub website: www.londonmet.ac.uk/studyhub

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

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

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

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

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

3.6 Feedback on your assessments

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

- **diagnostic** – it provides an indicator of your aptitude and preparedness for study and can identify your strengths and areas for improvement.
- **formative** – it provides you with feedback on progress 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

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

You need to be effective and adaptable in challenging times, so we offer *career planning services* and lots of opportunities to develop yourself to get on the job ladder. To facilitate this further, our Student Services organise recruitment fairs where you have the opportunity to meet with employers directly. To see more details on how we prepare you for employability visit: [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
- Details of your Personal Academic Tutor
- 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 your Personal Academic Tutor, 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 by email, please use your University email account.

4.7 Academic Support and Personal Academic Tutors (PATs)

As part of our absolute commitment to student experience and achievement, every student is allocated a Personal Academic Tutor (PAT) who is a member of the teaching staff from the Faculty responsible for the course. PATs ensure provision of effective systems for student support to enable positive student engagement, achievement and progression. The PATs work throughout the year and are supported by teams of course administrators, who also provide Academic Registry services. PATs offer pastoral support and advice to a designated cohort of students in matters related to programme planning and the student experience. They work closely with Course Leaders within an integrated network of support services provided by the Careers Service, Student Services and the Centre for the Enhancement of Learning and Teaching (CELT).

4.8 Learning Development support

A range of learning development support is available to all students wishing to make the most of their time studying at University. This includes:
- advice from module lecturers;
- opportunities provided by Faculties, such as programmes organised during "activity weeks", and, where offered locally, student peer-mentor schemes or study support workshops or online clinics;
- 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](http://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](http://www.londonmet.ac.uk/celt)
- the annual "Get Ahead” Student Conference organised (Spring term) by CELT and students
4.9 Course Leader

Your Course Leader is responsible for the day-to-day organisation of your course.

4.10 Module Lecturers

Module lecturers are members of academic staff who lead the modules contributing to your programme of study and are key to your learning experience. They should be your first port of call for academic advice on any topics you do not understand following a lecture or seminar. All Module lecturers have “office hours” – these are set times during the week when they are available for consultation. For each module there will be a Module Booklet, which should be available via Weblearn (refer Section 6.34). The module lecturer and your seminar tutors also confirm your attendance at classes each week and you can view the data they submit via your Evision account.
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: 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, your PAT or the Students’ Union.

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 Personal Academic Tutor. 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

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

6.11 Criteria for Awards
The Undergraduate Awards Framework, the list of all of the University’s undergraduate awards, can be found at the beginning of Section 3.1 of the Academic Regulations. Section 3.2 of the Academic Regulations details the minimum criteria for passing and achieving particular classifications within each type of undergraduate 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 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](http://www.londonmet.ac.uk/dyslexia-disabilities)

### 6.13 Enrolment and Re-enrolment

Enrolment is an annual process. The first time you enrol you will need to provide evidence of your identity 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. You will need to register modules before you re-enrol.

### 6.14 Examination Papers

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

In some cases sample rather than actual papers are provided.

### 6.15 Examination Timetable

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

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

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

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

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

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

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

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

6.20 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 to 6.9 above on the separate coursework extension process). If you need to make a claim, independent supporting evidence is required and, if accepted, this will allow you an opportunity to redo the exam/resubmit the coursework without penalty i.e without capping of the mark. The deadline for the submission of claims is four weeks from the date of the assessment concerned (i.e. the examination date or submission deadline).

Claims for mitigating circumstances must be submitted together with the 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 their first year and who does not pass at reassessment will not be able to continue on their course.

Any failure to progress is likely to delay your graduation and will lead to you incurring extra debt; for this reason, students who think they may be unable to attempt assessment should seek advice from their Student Hub or Personal Academic Tutor as soon as possible.

6.24 Publication of Results and Transcripts and Awards Certificates

Your marks will be formally confirmed at the end of the academic year, once they have been confirmed by the Assessment Board for your subject. Marks are published via Evision: 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 the Student Hub. There is a fee for these transcripts, payable at the time of request. Requests should be made to your Student Hub, who aim to produce transcripts within 5 working days of request. You can also print a copy of your results from Evision and your Student Hub will stamp it to confirm it is valid.

6.25 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 40%. (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
- Disabilities, medical and mental-health conditions, Specific Learning Differences
- Accommodation
- Volunteering and Student Development

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

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](mailto: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 the refund of tuition fees and, the Request Form, which **must** be completed prior to the commencement of your break in studies, are available at: [www.londonmet.ac.uk/takingabreak](http://www.londonmet.ac.uk/takingabreak)

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

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

6.31 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](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 (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](http://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. 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

Undergraduate Course Specification template

For use from 16 May 2011 onwards

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 they opportunities for learning were successful in promoting the intended outcomes
- to ensure that there is clarity concerning the aims and intended learning outcomes for the course for the University during the approval and periodic review process
- to provide information for external examiners, professional, statutory and regulatory bodies and employers as to the skills and other transferable abilities developed by the course

Section One: ABOUT THE COURSE

<table>
<thead>
<tr>
<th></th>
<th>Name of course and highest award</th>
<th>Music Technology (Sound for Media)</th>
<th>BSc Honours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Level of highest award (according to FHEQ)</td>
<td>Level 6 - UG</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Possible Interim Awards</td>
<td>BSc (Hons) Music Technology (Sound for Media)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>BSc (unclassified) Music Technology (Sound for Media)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dip HE Music Technology (Sound for Media)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cert HE Music Technology (Sound for Media)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Awarding/validating institution</td>
<td>London Metropolitan University</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Teaching institution(s)</td>
<td>London Metropolitan University</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Total credit for course (for highest award)</td>
<td>360 credits</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>The Faculty responsible</td>
<td>AAD</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Validated pattern of attendance and intake</td>
<td>September start only</td>
<td>FT and PT</td>
</tr>
</tbody>
</table>

Uniquely, the BSc Honours Music Technology (Sound for Media) offers double-path career prospects, due to its specialisation in Sound Design (which includes sound effects, music and speech synchronisation) and in Media, specially focusing on video/film skills, thus creating a truly multimedia degree, with the accent on its sound component (about 60% of the contents are related to sound and music technology.

Facilities for the practical work in the areas of music/audio and moving image technologies are available at Commercial Rod in the form of 3x 5.1 Surround studios, 3x video editing suites, a live-recording room and a set of well equipped laboratories, added to lecture rooms provided with audio capabilities, piano and access to the internet for an active usage of Weblearn. Blended learning is
envisaged to be used as appropriate for certain modules.

<table>
<thead>
<tr>
<th>10</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The aims of the course are:</td>
</tr>
<tr>
<td></td>
<td>• to equip students to work in audio and video industries, by providing them with theoretical, scientific and practical skills which support and enable the creation, capturing, processing, reproduction and electronic distribution of sound, music and the moving image;</td>
</tr>
<tr>
<td></td>
<td>• to develop the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and autonomy;</td>
</tr>
<tr>
<td></td>
<td>• to prepare students for research and further studies, development, management and production roles within the music and moving image industries;</td>
</tr>
<tr>
<td></td>
<td>• to educate students as artists with an understanding of the needs of film makers and of the music industry, developing also the ability to analyse and solve the technical problems of music/video/media production;</td>
</tr>
<tr>
<td></td>
<td>• to foster the development of students’ intellectual and imaginative powers; their understanding and judgement; their problem-solving skills; their ability to communicate; their ability to see relationships within what they have learned, and to perceive their field of study in a broader perspective; to develop an enquiring, analytical approach, encouraging independent judgement and critical self-awareness.</td>
</tr>
<tr>
<td>11</td>
<td>The course as a whole encompasses and focuses on a number of areas (acoustics, sound design, processing of digital audio and video, broadcasting, music composition, electroacoustic music and audio recording/mixing/mastering). Emphasis is placed, in practice-based projects at levels 4, 5 and 6, on progressively developing students’ creative skills, and developing their ability to work both independently and in teams. Project work throughout the course stresses the importance of self-evaluation and critical self-awareness.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11</th>
<th>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. For example at undergraduate level, collectively, course learning outcomes should contribute to the development of the undergraduate graduate attributes.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Course Learning Outcomes:</td>
</tr>
<tr>
<td></td>
<td>Level 4</td>
</tr>
<tr>
<td></td>
<td>1. Knowledge and understanding</td>
</tr>
<tr>
<td></td>
<td>Demonstrate a broad knowledge base with respect to the relationship of sound to other media of Music Technology, and discuss it using appropriate terminology and forms of presentation.</td>
</tr>
<tr>
<td></td>
<td>2. Cognitive intellectual skills</td>
</tr>
<tr>
<td></td>
<td>Demonstrate familiarity with the contexts of film, video and sound design, both with the scientific and technological foundation and the broader critical, cultural, historical and ethical background.</td>
</tr>
<tr>
<td></td>
<td>3. Transferable skills including those of employability and professional practice</td>
</tr>
<tr>
<td></td>
<td>Use information retrieval systems effectively and develop appropriate methods for collecting, analysing, organizing, interpreting and deploying knowledge.</td>
</tr>
<tr>
<td></td>
<td>Work effectively with others as a member of a group and meet obligations to others.</td>
</tr>
<tr>
<td></td>
<td>4. Subject-specific practical skills</td>
</tr>
<tr>
<td></td>
<td>Apply specified and appropriate tools and methodologies to well-defined problems relating to sound design for other media of Music Technology, under direction or supervision.</td>
</tr>
</tbody>
</table>
Level 5

1. *Knowledge and understanding*
   Acquire a deepened understanding of the scientific and technological context of the subjects of sound design and media (the latter, specially video) and the relationship between both fields.

2. *Cognitive intellectual skills*
   Deploy critical and analytical skills in oral and written discussion and demonstrate the ability to develop, structure and communicate an argument or similarly rigorous line of enquiry, using the appropriate scholarly methods, conventions and protocols.

3. *Transferable skills including those of employability and professional practice*
   Interact effectively within a team / learning group, giving and receiving information and ideas and modifying responses where appropriate.

   Act with increasing autonomy, demonstrating skills in self-managed learning and self-assessment and with a reduced need for supervision and direction.

4. *Subject-specific practical skills*
   Operate in situations of more advanced complexity, requiring the identification and diagnosis of technological problems, particularly as they apply to sound design alone (such as radio drama) or in combination with other media (Foley), using a wider range of techniques and tools for their resolution, reporting practical procedures in a clear and concise manner.

Level 6

1. *Knowledge and understanding*
   Select, manage and produce a thorough and penetrating investigation into a historical, theoretical, or technical question

2. *Cognitive intellectual skills*
   Research, order, analyse, evaluate and make appropriate use of original evidence, scholarly materials and techniques and current research, identifying the key arguments or issues at play in the selected topic, constructing a clear argument or line of thought and showing how his/her work fits into and arises from previous work in the area.

3. *Transferable skills including those of employability and professional practice*
   Demonstrate the ability to act autonomously, with minimal supervision or direction, within agreed guidelines.

   Foster responsibility for student’s own self-marketing and personal, academic and professional development and employability

4. *Subject-specific practical skills*
   Develop confidence and flexibility in identifying and defining complex problems relating to sound design for other media of Music Technology, apply appropriate knowledge and skills to their solution, and describing the process in detailed and coherent project reports.

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12

Indicative learning 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 number of anticipated learning hours for the course as a total, taking in to account core modules and indicative designates. 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 number of learning hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Scheduled learning and teaching

<table>
<thead>
<tr>
<th>Level</th>
<th>Hrs</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 4</td>
<td>540 hrs</td>
<td>45%</td>
</tr>
<tr>
<td>Level 5</td>
<td>450 hrs</td>
<td>38%</td>
</tr>
<tr>
<td>Level 6</td>
<td>360 hrs</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td>1350 hrs</td>
<td>37.5%</td>
</tr>
</tbody>
</table>

Self-managed/guided independent studies

<table>
<thead>
<tr>
<th>Level 4</th>
<th>Hrs</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 4</td>
<td>660 hrs</td>
<td>55%</td>
</tr>
<tr>
<td>Level 5</td>
<td>750 hrs</td>
<td>62%</td>
</tr>
<tr>
<td>Level 6</td>
<td>840 hrs</td>
<td>70%</td>
</tr>
<tr>
<td></td>
<td>2250 hrs</td>
<td>62.5%</td>
</tr>
</tbody>
</table>

**TOTAL LEARNING HOURS FOR THE COURSE**

3600 (100%)

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

There is emphasis throughout on reflective learning, embedded in studio projects, to develop self-motivated and critically conscious students, appropriately equipped with sector-specific skills of creative and critical flexibility and practical knowhow, vital for future employability.

Throughout the course, students are asked to reflect upon their own learning development and practice, through dialogue and structured guidance.

Regular critiques of work in progress provide constructive feedback, enabling students to reflect upon and improve their outlook and approach in relation to current and future development.

14 Description of course and its structure. Around 150 words, written to be accessible to a lay audience to be used for marketing purposes. What is the course’s unique selling point? What is the pattern of delivery?

**Module structure**

The module structure comprises 4x year-modules per level (for a FT student). In each year, there is a Contextual & Cultural Studies module (divided in 3 clusters for years 1 and 2 and a full Dissertation in Level 6), a subject specific module and a block of 2x Studio/Atelier modules running in parallel, which are shared in some cases by other Music Technology courses. The two Studio/Atelier modules support and complement each other in basically practical work related to the area of specialism: sound design and the moving image.

This course will provide students with theoretical and technical expertise that will open up a wide range of career opportunities involving sound technologies and the moving image. These dual pathways (unique for this type of course) will enable students to develop as creative, adaptable and reflective practitioners in sound and moving image production and at the same time enhance their creative and technological skills through practical projects and by study of theory, preparing them also for research, development, creation, management and production roles within the music/film and television industry.

15 Teaching site(s) for course

Aldgate [click to select location] [click to select location]

16 PSRB accreditations

17 Exemptions from Professional Body examinations

18 Principal QAA Subject Benchmark Statement (where relevant)

The subject benchmark statements for Music (Quality Assurance Agency for Higher Education, 2008) apply generally to the aims of the BSc Music Technology (Sound for Media) course, which is partially technology oriented. Paragraphs 3.14, 3.15, 3.16 and 4.1., describe in broad terms the kind of skills that students undertaking a course in music technology should acquire and align fairly well with the objectives of the course, as do the general skills listed in paragraph 4.
Secondary relevant QAA Subject Benchmark Statement or other external reference point

Additionally, some of the subject benchmark statements for Communication, media, film and cultural studies (Quality Assurance Agency for Higher Education, 2008) also apply.

Expected length of course

FT duration 3 years
PT duration 4 to 6 years
Other (please specify) N/A

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

280 UCAS points, which must be from a relevant area to the course plus GCSE English grade C or higher. For mature students without the above academic qualifications, interviews may be arranged in order to assess the applicant’s ability to successfully complete the course.

Details of organised work experience, work based learning, sandwich year or year abroad available during the course (if applicable)

‘Employability’ is integral to the design and delivery of the Music Technology critical practice curriculum. At all levels and throughout, notably in the opportunity to realise intellectual and practical properties of accumulated learning in level 6 by completing an integrated programme of specialist, discipline-specific studies.

Other external links providing expertise/experience available during the course

Throughout their learning students are progressively encouraged and enabled to develop a professional understanding and approach through a range of problem-solving assignments, conceptual and practical, undertaken in a studio environment where collaborative working is integral. There is key emphasis throughout on the professional presentation of ideas and the importance of effective communication. The ‘Projects Office’ provides a supportive professional environment that allows students to undertake consultancy commissions and research projects as well as providing project management support to live projects carried out in part completion of their studies.

Arrangements on the course for careers education, information and guidance

Personal development planning is integrated within the CCS delivery. The Career services provide advice and guidance, along with collaborative projects set within specific modules.

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. For example: “Successful completion of this course offers improved career opportunities in industry or professional practice in the areas of accounting, financial management and financial services. The programme is also excellent preparation for further research or study.”

This degree forms one of three pathways within the Faculty of Art, Media and Design dedicated to Music Technology. It provides students with the theoretical and technical expertise to open up a wide range of career opportunities in sound design, the moving image and interactive audiovisual media. Students will develop as a creative, flexible and reflective practitioner in audiovisual production, acquiring creative skills and technological understanding by studying the principles of sound design for different types of media (specially video) and through engagement in practical work. The Faculty has an excellent reputation and track record in placing graduates in the moving image and the music/audio industries. This degree has won a solid reputation since its start, opening doors to graduates to work for institutions and companies such as the BBC, Planet Mu and Future Shorts. The programme is also excellent preparation for further research or study.

Section Two: COURSE STRUCTURE AND ASSESSMENT

Articulation of the assessment strategy for the course. For example: You are assessed via essays, individual and group research projects and a final dissertation

A variety of assessment methods are used within the course, ranging from formative, summative, diagnostic, peer and self-assessment, through studio based work, workshops and written assignments, to projects and exercises involving the connecting of sound to other media. These methods are
Strategies utilised support students’ understanding of their learning by providing timely developmental feedback that promotes a deeper learning approach to their studies. Assessment methods such as reports, essays, presentations, project portfolio reviews and website evaluations allow differing learning styles, whilst encouraging reflective and reflexive approaches.

Each assessment (formative and summative) seeks to build students’ confidence as independent learners, providing pertinent advice for all aspects of learning.

The course team provide opportunities for scheduled tutorial ‘drop in’ sessions and the course’s virtual learning environment offers students opportunities to discuss (with tutors and peers) their assessment strategies. Further support is available via personal academic advisors, Library Services, University Student Services and the Centre for Learning and Teaching.

Course Structure Diagram

BSc Hons MUSIC TECHNOLOGY (SOUND FOR MEDIA)

All modules are year-long (30 weeks, 30 credits)

<table>
<thead>
<tr>
<th>Level Four</th>
<th>Module Code</th>
<th>Module Title</th>
<th>Status</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP4017</td>
<td>Critical &amp; Contextual Studies 1 (Music)</td>
<td>C</td>
<td>30</td>
<td>CCS</td>
<td></td>
</tr>
<tr>
<td>MD4001</td>
<td>Creative Studio Practice 1</td>
<td>C</td>
<td>30</td>
<td>Atelier module</td>
<td></td>
</tr>
<tr>
<td>MD4002</td>
<td>Media Skills &amp; Practice 1</td>
<td>C</td>
<td>30</td>
<td>Atelier</td>
<td></td>
</tr>
<tr>
<td>MD4003</td>
<td>Acoustics</td>
<td>C</td>
<td>30</td>
<td>Subject Discipline</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level Five</th>
<th>Module Code</th>
<th>Module Title</th>
<th>Status</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP5017</td>
<td>Critical &amp; Contextual Studies 2 (Music)</td>
<td>C</td>
<td>30</td>
<td>CCS</td>
<td></td>
</tr>
<tr>
<td>MD5001</td>
<td>Creative Studio Practice 2</td>
<td>C</td>
<td>30</td>
<td>Atelier module</td>
<td></td>
</tr>
<tr>
<td>MD5002</td>
<td>Media Skills &amp; Practice 2</td>
<td>C</td>
<td>30</td>
<td>Atelier</td>
<td></td>
</tr>
<tr>
<td>MD5003</td>
<td>Applied Music Technology</td>
<td>C</td>
<td>30</td>
<td>Subject Discipline</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level Six</th>
<th>Module Code</th>
<th>Module Title</th>
<th>Status</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP6017</td>
<td>Critical &amp; Contextual Studies 3: Dissertation (Music)</td>
<td>C</td>
<td>30</td>
<td>CCS</td>
<td></td>
</tr>
<tr>
<td>MD6004</td>
<td>Project Development: Music Technology</td>
<td>C</td>
<td>30</td>
<td>Subject Discipline</td>
<td></td>
</tr>
<tr>
<td>MD6007</td>
<td>Final Project: Sound for Media</td>
<td>C</td>
<td>30</td>
<td>Subject Discipline</td>
<td></td>
</tr>
<tr>
<td>MD6003</td>
<td>Exhibition &amp; Representation</td>
<td>C</td>
<td>30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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>
</table>
| Demonstrate a broad knowledge base with respect to the relationship of sound to other media of Music Technology, and discuss it using appropriate terminology and forms of presentation. | MD4001 - Skills and understanding of media practice. For students on this course, these skills will be those related to sound and the moving image.  
MD4002 - A basic level of skills and understanding of media practice (Music Technology).  
MD4003 - Describe the physical behaviour of acoustical and electro-acoustical systems in engineering and mathematical terms. |
<table>
<thead>
<tr>
<th>Demonstrate familiarity with the contexts of film, video and sound design, both with the scientific and technological foundation and the broader critical, cultural, historical and ethical background.</th>
<th>MD4003 - Relate theoretical analysis to workshop or laboratory practice through experimental and investigative work.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use information retrieval systems effectively and develop appropriate methods for collecting, analysing, organizing, interpreting and deploying knowledge.</td>
<td>CP4017 - Use information retrieval systems effectively and develop appropriate methods for collecting, organising and deploying knowledge;</td>
</tr>
<tr>
<td>Work effectively with others as a member of a group and meet obligations to others.</td>
<td>MD4001 - The ability to work with, and learn from other students. For example, by asking for and using constructive criticism.</td>
</tr>
<tr>
<td>Apply specified and appropriate tools and methodologies to well-defined problems relating to sound design for other media of Music Technology, under direction or supervision.</td>
<td>MD4001 - The ability to work independently towards defined objectives. MD4003 - Relate theoretical analysis to workshop or laboratory practice through experimental and investigative work.</td>
</tr>
<tr>
<td>Acquire a deepened understanding of the scientific and technological context of sound design and lens media (especially video) and the critical relationships between both fields.</td>
<td>CP5017 - Research and formulate a comparative knowledge of different aspects of their subject area, its specialisms and broader contexts; and to distinguish how their work relates to and arises from previous work in the area;</td>
</tr>
<tr>
<td>Deploy critical and analytical skills in oral and written discussion and demonstrate the ability to develop, structure and communicate an argument or similarly rigorous line of enquiry, using the appropriate scholarly methods, conventions and protocols.</td>
<td>CP5017 - Deploy critical and analytical skills in oral and written discussions; and to develop, structure and communicate an argument or similarly rigorous line of enquiry.</td>
</tr>
<tr>
<td>Interact effectively within a team / learning group, giving and receiving information and ideas and modifying responses where appropriate.</td>
<td>MD5001 - The ability to work effectively in groups. For example, by taking roles or managing conflicting views.</td>
</tr>
<tr>
<td>Act with increasing autonomy, demonstrating skills in self-managed learning and self-assessment and with a reduced need for supervision and direction.</td>
<td>MD5001 - Extended skills in working independently. For example, by selecting briefs and taking responsibility for a programme of work. MD5003 - Devise and execute a methodical and</td>
</tr>
<tr>
<td>Individual plan of practical work in music technology acting with increasing autonomy, with reduced need for supervision and direction, within defined guidelines;</td>
<td>CP5017 - Demonstrate skills in self-managed learning and self-assessment.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Operate in situations of more advanced complexity, requiring the identification and diagnosis of technological problems, particularly as they apply to sound design in radio drama or in combination with other media (Foley), using a wider range of techniques and tools for their resolution, reporting practical procedures in a clear and concise manner.</td>
<td>MD5002 - The ability to transfer knowledge and understanding from contextual and critical studies into their practice. MD5002 - Developed analytical, reflective and critical skills and awareness. For example, by being able to show in a self-reflective account of their work how their future practice may change and how their practice might affect their field. MD5003 - Developed skills and understanding of media practice (Animation, Lens Craft, Film &amp; Broadcast, Music Technology). For example, by synthesising learning to make original work or by addressing new questions. MD5003 - Identify key areas of problems and choose appropriate tools / methods for their resolution in a considered manner.</td>
</tr>
<tr>
<td>Select, manage and produce a thorough and penetrating investigation into a historical, theoretical, or technical question</td>
<td>CP6017 - Select, manage and produce a thorough and penetrating investigation into a historical, theoretical, practice based or technical question;</td>
</tr>
<tr>
<td>Research, order, analyse, evaluate and make appropriate use of original evidence, scholarly materials and techniques and current research, identifying the key arguments or issues at play in the selected topic, constructing a clear argument or line of thought and showing how his/her work fits into and arises from previous work in the area.</td>
<td>CP6017 - Identify the context and formulate the key arguments or issues at play in the selected topic. CP6017 - Research, analyse, evaluate and make appropriate use of original evidence, scholarly materials and techniques, and current research;</td>
</tr>
<tr>
<td>Demonstrate the ability to act autonomously, with minimal supervision or direction, within agreed guidelines.</td>
<td>MD6007 Extended, professional-standard skills in working independently. For example, by successfully realising a brief and completing a planned schedule of works.</td>
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<td>Foster responsibility for student’s own self-marketing and personal, academic and professional development and employability</td>
<td>MD6003 - Knowledge of and practised skills in marketing and relevant promotional techniques. MD6004 - The ability and insight to be able to describe their work to a high standard. For example, so that they could apply for funding or continue to postgraduate research. MD6007 - The integrative (theory-in-practice) skills to make a piece of work that will serve as a calling card in the student’s chosen vocational</td>
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### Section Three: COURSE SPECIFIC REGULATIONS

| 30 | 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. |

In the BSc Music Technology (Sound for Media) and all of the other AMD-ASD UG courses the following faculty-wide regulations shall apply:

**ACADEMIC PROGRESSION:** As a condition of progressing from level 3 to 4, level 4 to 5 and level 5 to 6, students are required to have gained 120 credits per level, that is, by achieving pass marks (40%) in all four modules in the preceding level of study.

**LATE SPECIALIZATION:**
(i) The structure and scope of learning in the Year 0 (level 3) programmes shall permit early and late specialization. In other words, students who succeed in passing all modules and who wish to, based on their learning experience in level 3, may elect to alter the designation of the ‘extended degree’ they had embarked upon and to instead migrate onto another cognate degree title within the purview of the Faculty portfolio; that is not restricted to the original choice of pathway title upon admission. Progressing students may of course elect to confirm to continue onwards following the ‘early specialist’ route they joined at point of entry.
(ii) The BSc Music Technology (Sound for Media), reflects the discipline-specific work completed in the vertically-integrated Music Technology Subject Discipline modules and in the honours-level specific modules.

**PART-TIME MODE OF STUDY**
Part-time study is defined as 60 credits per year. Consequently, in part-time mode, the duration of study for a 360-credit degree will be 6 years. The pattern of study in AMD-ASD degrees shall be as follows:

- **Year 1** - Two studio/atelier modules
- **Year 2** – Critical & Contextual Studies 1 (Music)+ subject discipline module
- **Year 3** - Two studio/atelier modules
- **Year 4** – Critical & Contextual Studies 2 (Music)+ subject discipline module
- **Year 5** – Final Project: Sound for Media + Music Technology: Specialist Practice
- **Year 6** – Critical & Contextual Studies 3: Dissertation (Music) + Exhibition & Representation module

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### Section Four: OFFICIAL USE AND CODES – responsibility for completion is as indicated
7.2 Additional Course Related Information

The dual employment possibilities have made the course very popular among applicant/students interested in both fields, sound and media. Some graduates have been hired (temporarily and permanently) immediately after graduation by companies such as the BBC and BSkyB. Thus, graduates are provided with the theoretical and technical expertise to open up a wide range of career opportunities in sound design and music technology on the one hand, and the moving image and interactive media on the other.

Each year the Cass has regular events which support the culture of the Faculty and broader student educational experiences; some examples of interest to students in this course are:

- Cass TV: The Cass is developing its own narrowcast TV station Cass TV, viewable at outlets throughout the Aldgate campus. Proposals for narrowcast material are always welcome (to karen.smith@londonmet.ac.uk).
- End of Year exhibition: THE CASS SUMMER SHOW

In addition to the submission of portfolios and coursework for assessment, you are expected to be involved in showing work within the Faculty and particularly at the end-of-year exhibition. This requires students to attend beyond the dates of the formal assessment processes at the end of the teaching weeks to help in curating, designing, building and ‘striking’ the Cass summer show. Students are responsible for looking after their work and for removing it when an exhibition is over. This is an excellent opportunity, as your work is publicly exhibited in the heart of the city of London for the period of at least one week. The summer show is open to anyone, so that this is a chance to show your work in the public domain.

You may also visit the Cass website weekly for latest events and news at: www.thecass.co.uk

There are a number of research specialisms within the music subject area, such as electroacoustic and instrumental composition, sound design, synthesizer interface design and organology. Current and past PhD work includes research in areas such as:

- Composition (instrumental and electroacoustic)
- Audiovisual Installations
- 3D Sound and graphic animation
- Instrument making.

7.3 Placements/study abroad

N/A
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