



North Campus

Faculty of Computing

Statistics
Joint Honours Degree

Course Handbook

For admission to Certificate Level in 2010-2011

STA2N

Undergraduate Academic Year 2010-2011

AUTUMN SEMESTER	Start	-	End
Welcome Programme	23 September 2010	-	1 October 2010
Teaching	4 October 2010	-	17 December 2010
Christmas Break	20 December 2010	-	7 January 2011
Teaching/revision	10 January 2011	-	14 January 2011
Examinations	17 January 2011	-	4 February 2011

SPRING SEMESTER

Welcome Programme (new February entrants only)	31 January 2011	-	4 February 2011
Teaching	7 February 2011	-	15 April 2011
Easter Break	18 April 2011	-	29 April 2011
Teaching	2 May 2011	-	6 May 2011
Teaching/revision	9 May 2011	-	13 May 2011
Examinations	16 May 2011	-	3 June 2011

RESIT PERIOD

Resit Examinations	18 July 2011	-	29 July 2011
Reassessment Coursework deadline	29 July	2011	

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

November	Modules registered for Autumn Semester visible on Evision (any omissions in your record should be reported to your Undergraduate Office). Confirmation of Spring Semester programme of studies where option choices are available
December	Publication of Autumn Semester exam timetables
February/ March	Publication of results of Autumn Semester assessments
April/May	Confirmation of programme of studies for next academic year. Publication of exam timetables for Spring Semester
June/July	Publication of results of Spring Semester assessments. Publication of July reassessment exam timetables. 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). All students completing their award will be sent official transcripts
August	Instructions for re-enrolment sent to continuing students
September	Publication of results of July reassessments or late assessments

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

KEY CONTACTS

Undergraduate Office: *Tower Building 2 Undergraduate Office*

Administration Manager of the Undergraduate Office: *Nicola James*

Faculty Administrative Office: *T8-04*

Course Leader: *David Brown*

Course Leader's Office: *TBC*

Main Campus teaching location: *Tower Building*

Personal Academic Advisers (PAAs) for this Course: *Nino Folic*

PAA Co-ordinator for this course: *Cathy Mooney*

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1.0 WELCOME TO YOUR COURSE AND FACULTY

This is the Course Handbook for the BSc(Hons) Statistics. The staff of the Faculty of Computing warmly welcome you to London Metropolitan University North Campus and to the study of Statistics.

1.1 Using Your Handbook

Your Course Handbook contains a wealth of information. Some of it will be of more relevance to you later in the course than at the start of your studies. You can access your Course Handbook either by logging into your Evision account (<http://evision.londonmet.ac.uk>) or via the University's website at: www.londonmet.ac.uk/ug-course-handbooks

This handbook covers many of the questions you will have about your course and Sections 3.0 and 4.0 in particular help you locate the advice you may need. Section 10.0 contains an Index of key sources of information.

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

- *University Student Handbook* - for details of important University regulations and procedures. It also provides information on university life and the support services available. The University Student Handbook can be accessed at: www.londonmet.ac.uk/student-handbook
- *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
- *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>

The Course Specification (Section 7.0 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 the award.

All undergraduate courses are governed by the University's Academic Regulations 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. Your course may have some additional course specific regulations or may be governed by a Professional Body. Where relevant, these are included in paragraph 32 of the Course Specification at Section 7.0 of this Handbook.

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.

The University is reviewing undergraduate education as part of its commitment to enhancing learning. It is possible that this may affect the Honours level (level 6) of your course in 2012-13. In the event of this occurring you will be advised during Intermediate level (level 5) in 2011-12

We would encourage you to participate as a Student Representative for your year of the course (see Section 3.0). We welcome comments about the course or any suggestions for improvements. We wish you every success in your studies.

1.2 Introduction to the Course

1.3 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 15 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:

Certificate Level (Level 4) represents the introductory level of your course. It provides a firm foundation for more advanced study of your subject. Guided by your tutor in a compulsory (core) Higher Education Orientation module, you also begin a process of personal development planning.

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

Intermediate Level (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. Attention is also given to your future employability and professional practice and your personal development planning in a compulsory (core) Employability module.

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

Honours Level (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.

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

The academic year is split into two semesters, each of fifteen weeks. The Autumn semester runs from September to January and the Spring semester, from February to June. Full time students study four modules per semester, eight modules a year; part-time students take one, two or three modules per semester.

Your degree contains a number of core modules, which are compulsory. Optional modules can be 'designate' (chosen from a designated list for your course) or 'elective' (any module available in the University (see Section 2.8).

Your Personal Academic Adviser (see Section 4.2), is available to help you to prepare your programme of studies, selecting modules which match interests and strengths identified through your personal development planning.

1.4 Our approach to skills

Your course has been designed to develop the following *graduate attributes*, which research shows employers require:

- *Self aware*: you should be able to recognise your personal strengths and present yourself in a confident manner (see www.londonmet.ac.uk/module-catalogue/a1.cfm).

- *Performing in a variety of idioms and contexts*: you should be able to act and communicate in ways appropriate to particular contexts (see www.londonmet.ac.uk/module-catalogue/a2.cfm).

- *Creative and ethical*: you should be able to make effective contributions and creative changes, with an awareness of ethical, moral and cultural issues (see www.londonmet.ac.uk/module-catalogue/a3.cfm).

All your modules contribute to the development of one or more of these attributes, through the processes of developing and practising knowledge and understanding cognitive and intellectual skills, transferable skills and some subject specific practical skills.

1.5 Personal Development Planning (PDP)

In your first semester you begin the process of personal development planning and start to build up a record of achievements. The aim is to help you reflect on how things are going, what you are learning, and to start to recognise consciously the knowledge and skills that you are acquiring.

You can use the process to help you record and reflect upon the full range of learning activities in which you engage, including study, voluntary work, paid work, leisure and general interests. In each year of your course there is a module in which part of the assessment consists of work based on your personal development activities.

Throughout your course you should regularly review your personal development plans and you may wish to discuss them with your Personal Academic Adviser. For projects or work placements you can also review your progress with your Supervisor.

In the first semester PDP will be introduced in your HE Orientation module.

The process of pdp will be useful for writing up your Curriculum Vitae (CV), reminding you of achievements to mention to prospective employers and as a diary to refer back to in the future. Your Personal Academic Adviser will find it equally useful when writing references for you.

1.6 Introduction to your Faculty

Welcome to the Faculty of Computing. The Faculty provides an extensive variety of [undergraduate](#) and [postgraduate](#) courses. These range from electronic engineering, through networks, mathematics and statistics, a suite of computing and business systems courses, to animation, games and multimedia.

The Faculty consists of four academic subject areas: Communications Technology, Computing, Mathematics and Multimedia.

The Faculty pays equal importance to research and consultancy, teaching and continuing professional development. We place emphasis on professional integration by applying new technologies and approaches to our teaching and research.

1.7 Location and Faculty Facilities supporting the course

The Faculty of Computing is based at London Metropolitan University's North Campus, situated in the [Tower Building](#) on Holloway Road.

A variety of specialist computer laboratories are available to students in the Tower Building at North Campus and throughout the University. These include: specialist networking laboratories; a new IT security laboratory; digital media laboratories including GameLab London which provides services in interaction design, gaming for education, interactive DVD and broadcast media. Workstations run varied software including Unix, Windows, CISCO networking software, ORACLE database software and ADOBE CS multimedia software. Other academic services, including the library facilities, are provided by the University centrally. General purpose computer laboratories, and wireless access for student laptops, are available in most university buildings.

1.8 Learning and Teaching on the Course

Teaching and learning takes place through a combination of lectures, seminars, tutorials and workshops, coupled with student private study and some distance learning. Assessment on all courses is by a mixture of coursework, examination, presentation and project work, the precise mix depending on the course and modules taken.

The Faculty covers three of the Quality Assurance Agency Subject Areas: Computing, Electronic Engineering and Mathematics, and assessments have been successful, notably the quality review in Computing which took place in 2004, the Institutional Audit of Electronic Engineering in 2005 and the Collaborative Audit in May 2006.

1.9 Research in your Faculty

Members of the Faculty are actively involved in research and consultancy which enables them to keep in touch with the changing requirements of industry, thereby enhancing the postgraduate programmes. The Faculty has significant research experience in numerous disciplines, including leading-edge research and

development in neural computing, intelligent systems, networking, databases, mathematics, statistics and multimedia systems carried out in collaboration with industry.

The Faculty has a strong research orientation and its research is mainly carried out within the following research centres and groups:

- Centre for Communications Technology
- Statistics, Operational Research and Mathematics research centre (STORM)
- Knowledge Management Research Centre
- Intelligent Systems Research Centre
- Learning Technology Research Institute
- Microwaves
- Laboratory of Applied Computer Science and Technology (LACOST)
- Digital Media Research Group (DMRG)

2.0 BEING A STUDENT

2.1 Welcome Programme Checklist

Following the Welcome 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 – check you have 4 modules if you are studying full time
- the location of your Undergraduate Office
- the location of your Faculty Administrative Office
- the location of your main Learning Centre (Library) and IT facilities
- the name of your Personal Academic Adviser
- the name of your Course Leader

If you miss your Welcome Programme you still need to obtain all of the above items and there will be a Late Welcome Session for you. Contact your designated Undergraduate Office 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 that you appear on module classlists etc.

2.2 Your first semester

Classes commence on 4 October 2010 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 semester you will also meet your Personal Academic Adviser who is available to discuss academic planning and the modules for the second semester.

2.3 Attendance, academic engagement and employment

Your success depends upon full and regular attendance at **all** classes, seminars, lectures, workshops, tutorials and the completion of **all** of your module

assessment(s). The University's Academic Regulations make it clear that regular, uninterrupted attendance and full academic engagement are requirements of your registration on your course. You should inform your Undergraduate Office as soon as possible if you have problems with attendance or coping with your course. Your Undergraduate Office may, in turn, arrange for you to see your Personal Academic Adviser or other relevant departments, for example Student Services.

Our experience shows that students who do not fully attend classes and engage with their studies are at very high risk of failure. If you are absent from class you can expect to be contacted by your Undergraduate Office or Personal Academic Adviser.

You should also be aware that failure to meet the requirements for study on your course, both in terms of regular attendance and the completion of assessment(s), **will jeopardise your registration on your course. Please note that the University will start taking decisions on termination of registration for unsatisfactory attendance as early as the end of the second week of the semester.** If you are a full-time student, you must attend **all** eight modules that form your programme of study and submit **all** of your module assessments. Equally, if you are a part-time student you must attend **all** the modules that form your programme of study and submit **all** the assessments for each of those modules.

Please note - for international students, the University is required by the UK Border Agency (UKBA) to confirm that you are in regular attendance. Failure to attend classes may lead to the UKBA cancelling your student visa.

Attendance at classes is logged on a weekly basis and you will be able to view your attendance information on your Evision account. If you cannot attend classes for any reason, you must inform your Undergraduate Office at the earliest opportunity, so that this can be recorded.

The University looks carefully at the evidence of your attendance and academic engagement at regular points through the year, and students who fall below the requirements will be withdrawn from the course and required to leave the University. In particular full time students who do not pass at least 4 modules (60 credits) during their first year of study will not be able to continue on the course.

We recognise that you may need to undertake part-time work, but strongly advise you not to take employment of more than 15 hours a week if you are a full-time student (should you need to take employment of more than 15 hours per week we recommend you register as a part-time student). The University's Employment Service, in Student Services, can help you find a suitable part-time job that can enhance your employability and complement your studies.

<https://intranet.londonmet.ac.uk/studentservices/careers/>

2.4 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 using personal development planning processes to help you manage your time effectively.

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!*

2.5 Building Careers

Your future employment is important. We prepare you for transition to employment by developing the attributes and skills that employers need and by training your mind to deal with complex questions. Your course is designed with the involvement of employers and you will take a course specific employability module at Intermediate level and also have the opportunity of taking an optional work placement module. In your final year you may carry out a problem solving project. You develop teamwork, communication and presentational skills throughout your course. 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

2.6 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 Undergraduate Office.

- d) **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).

If your course contains designate/elective module choices these are confirmed through a programme planning process (see below). **You must agree your programme when requested and cannot re-enrol without confirming your module choices before the start of each year.**

2.9 **Module registration, course planning and approval**

In the first semester of your course, if you are studying full time, your programme of modules is already set while part-time students and those entering with credit will have sessions to register modules as part of the Welcome Programme. As you progress on your course, you will be able to choose some of your modules. As a new student you will receive your personal timetable in a printed format as part of the Welcome Programme and this will list the times and rooms for all lectures, seminars and other taught classes. Please get in touch with your Undergraduate Office if you have not received one or are not sure where you should be going.

Full-time students will also be registered for a programme of modules for the Spring Semester – there will be an opportunity to change the optional modules recorded for you towards the end of the Autumn Term.

Before the start of each year, returning students programme plan by confirming any option choices available to them; this is done through your Undergraduate Office and if you need advice or support in planning your programme this will be given, in the first instance, by your Course Administrator in your Undergraduate Office. You will be referred to your Personal Academic Adviser if required. Once your programme is confirmed an individual personal timetable is generated for you. You can check your list of registered modules, and your results, on line using Evision (Section 3.4 below). You can attend only those modules for which you have registered and if you miss the registration deadline you may not be allowed to register your preferred modules. Once registered, there is a very limited opportunity (i.e. no later than the end of week 2 of the first semester 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 four modules per semester. Part time students study one, two or three modules per semester. 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/>

2.10 **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 first semester timetable will be supplied in the Welcome Programme at the third Course Introductory Meeting. Your timetable will change each semester and will be available before the start of the semester. For your personal timetable, visit: www.londonmet.ac.uk/ug-course-information

If you do not have a timetable please contact your Undergraduate Office without delay.

2.11 Publication of Results and Transcripts

At the end of each semester Assessment Boards confirm marks and awards. The Undergraduate Offices are responsible for issuing these results via Evision: www.londonmet.ac.uk/evision (refer 3.4 below).

An official transcript will be posted to you at your home address on the completion of your course. There is no charge for this end of course transcript but a fee will be payable for any subsequent transcripts.

For reasons of employment or to provide proof of study at the University during your course, you may need a formal transcript, stamped by the Undergraduate Office. There is a fee for these transcripts, payable at the time of request. Requests should be made to the Undergraduate Office, who aim to produce transcripts within 5 working days of request.

3.0 MANAGING YOUR ACADEMIC LIFE ON-LINE

3.1 Your University IT Account

You use the same account to access all University IT systems. Your account name is printed at the top of on the ID card that you receive at enrolment and is 7 characters in length (e.g. ABC1234). Your password will be set initially to be your date of birth (DD/MM/YY) so you should change to something secure when you first log in.

3.2 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.

3.3 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 3.1 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 you by email.

You can change the details of the email address that the University holds for you though your Evision account (see below) and the University's IT Helpdesks can help you to make the best use of the University's extensive IT facilities.

3.4 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 Adviser
- Tuition fee details
- Record of coursework deadlines and submissions
- Mitigating Circumstances decisions
- Module results (available from notified date of publication)
- Details of final award

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

3.5 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/tltc/weblearn

THE STUDENT VOICE

3.6 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.

3.7 Course Committees

A Course Committee is normally convened each semester 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.

3.8 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.

4.0 SOURCES OF INFORMATION AND ADVICE

4.1 Undergraduate Office

All students are allocated to an Undergraduate Office and a Personal Academic Adviser. During the Welcome Programme, you will be informed of the Undergraduate Office for your course (this information is also detailed on your offer letter) and the member of teaching staff who is to be your Personal Academic Adviser (PAA).

The Undergraduate Office is the key administrative service to support you in your studies throughout your time at the University. It will be here that you go with timetable queries, to plan your modules, to hand in your coursework, to collect letters you may need, and to ask any questions about your studies. Even if it is not the office you need, the staff will be able to direct you to the right office or service.

You should also contact your Undergraduate Office in relation to the following issues:

- Queries about your enrolment status, the fees that you have been charged or if you have not received your student loan;

- Module Registration and queries about your timetable or the requirements for your course;
- If your ID card is not working;
- The results for your modules, including result queries, claims for mitigating circumstances, appeals, and advice about examination arrangements;
- Advice on claiming credit for previous study or experience;
- Applications to the Access to Learning Fund and information about University bursaries (a bursary is a grant made to full-time students by the University that does not have to be repaid);
- Obtain standard letters and council tax exemption certificates;
- Visa extension letters for international students;
- Advice on the consequences of withdrawing from your course.

. Each group of courses has a Course Administrator and you will become familiar with them throughout your time at the University. Your Undergraduate Office will also contact you if you are missing classes or not submitting work on time.

The offices are open throughout the academic year but can also be contacted by phone or email – see www.londonmet.ac.uk/registry

When contacting your Undergraduate Office, please always quote your student number as it enables staff to access your information quickly and so respond to your query.

4.2 Personal Academic Advisers (PAAs)

As part of the Welcome Programme for your course you will meet your Personal Academic Adviser. This person, who is a member of teaching staff from the faculty responsible for your course, will take responsibility for your progress and is the person with whom you should discuss any academic concerns that you may have. PAAs advise students on the following range of issues:

- Programme planning, module registration and related matters;
- Accreditation of Prior Learning applications;
- Progression and the requirements for awards;
- Learning development and the support available to students from other agencies within the University;
- Personal Development Planning and the development of employability;
- Recovery plans for people who need to repeat part of their studies or who are falling behind with assessed work;

They also authorise complex programmes of studies.

PAAs work closely with the Undergraduate Office and spend part of their time in the office working with Course Administrators to support students; appointments with your PAA can be made via the office. You are encouraged to make regular contact with your PAA through the year, and meetings will be most frequent during your first year of study, to assist you in settling in and to help you understand the requirements made of you during assessment. You will be advised when formal meetings are required but feel free to contact your PAA whenever you need to discuss or seek advice on any issues affecting your studies or your progress.

Your Personal Academic Adviser may refer you to Student Services or the Learning Development Unit for extra learning support. Your PAA can also act as a referee for a job application.

4.3 Course Leader

Your Course Leader is responsible for the day-to-day organisation of your course. They will work closely with your Personal Academic Adviser if you are having difficulties with any part of the course, as well as with the Course Administrator in the Undergraduate Office.

4.4 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. 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.

4.5 Student Success through Learning Development

Some students may need extra help with their studies, sometimes for a particular module, or, more generally, across their programme. This might include help with presentations, essay writing and critical analysis. It is always best to seek help in good time and to take advantage of the range of additional classes, courses and resources available. For the full range of study and skills programmes and to find out more about the Learning Development Unit, please visit: www.londonmet.ac.uk/college-of-london/ldu

4.6 Student Services

The Department of Student Services offers advice, information, support and guidance across a range of areas including:

- finances and funding
- personal and emotional issues
- career choices
- services for disabled and dyslexic students
- employment and CV advice
- volunteering and mentoring opportunities
- visa renewals and immigration regulations
- faith and spirituality
- student opportunity activities and projects

For more information call into one of the main Student Services receptions or visit the website: <https://intranet.londonmet.ac.uk/studentservices/> Please take some time during the first few weeks of your course to look at the website and familiarise yourself with the services offered.

4.7 Disabilities and Dyslexia Service (DDS)

The Disabilities and Dyslexia Services (DDS) offers a confidential service to any student with a disability, long term medical problem or Specific Learning Difficulty (e.g. dyslexia). It can also make referrals for diagnostic assessments for students who feel that they may have a Specific Learning Difficulty. This service can be accessed at any time during your course.

To have adjustments put in place you need to register with the DDS and you may need to provide evidence to establish your claim for support. The Service will then assist you in obtaining funding and put adjustments in place to help you to progress on your course. Such adjustments are based on individual circumstances and relate to the severity of impact of your disability on your ability to study. Depending on the level of need identified, these may include:

Practical Assistance: *specialist tutors (specific learning difficulties), note-takers, or communication support*

Specific Adjustments to Study-Related Services: *extended library loans (week loans only) or accessibility related rooming adjustments*

Teaching-Related Adjustments: *internal needs assessment report to identify needs to Academic Staff*

Assessment Specific Adjustments: *exam adjustments, coursework certificates or alternative assessment arrangements.*

Important Note

There are some aspects of courses that cannot be changed. These are known as 'competence standards'. To be identified as 'competence standard' the area of skill, knowledge or ability must be essential to the course and all students must be able to fulfil these criteria. Students with disabilities may still be entitled to adjustments (e.g. extra time or an amanuensis if it is a type of assessment) to help them meet these standards.

Placement support

If you are required, as part of your course, to go on placement, you can receive assistance to ensure that the placement is suitable for you and for any required adjustments to be discussed and organised as appropriate.

Most disabled students are entitled to government allowances. You are strongly advised to contact the Disabilities and Dyslexia Services who will help you with funding applications. Please refer to the Student Handbook for full information on the types of funding available or the Disabilities and Dyslexia Service website at:

<https://intranet.londonmet.ac.uk/student-services/dyslexia-disabilities/>

4.8 Placements/study abroad

5.0 MARKING AND ASSESSMENT

5.1 Academic Regulations

The University's Academic Regulations govern all aspects of assessment and those concerning undergraduate assessment can be found in Section 3.2 of the regulations www.londonmet.ac.uk/academic-regulations

5.2 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

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

5.3 Your responsibilities concerning Assessment

You have a responsibility to ensure that **all** coursework assessments are completed in accordance with the published deadlines and that **all** examinations are attended in accordance with the published timetable. While there are opportunities to be re-assessed in assignments and examinations (see 5.10 below) you should be aware that, under the University's regulations, if you pass the module on re-assessment your overall module mark will be capped at the bare pass mark level of 40%.

You are also 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 (refer to the Index at Section 10.0 for details of how these can be accessed).

5.4 Assessment Feedback

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 weaknesses.
- **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 a measure of achievement or failure in respect of your performance in relation to intended learning outcomes 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;
- during the module as well as at the end.

Your assessment tasks may be set for submission during the semester or towards the end of the semester.

You should note carefully the following details:

For coursework submitted up to the end of teaching week 9 of a semester

- Your marked coursework and accompanying feedback should normally be returned to you during module sessions. Alternative arrangements may be made, for example, where the assessment involves bulky pieces of coursework.

For coursework submitted after teaching week 9 of a semester

- Your tutor's feedback (without the coursework) will be available for collection either from your module lecturer or from the Undergraduate Office
- The marked work with your tutor's comments will be available for collection two weeks after the formal publication of the result.
- Any unclaimed work will be kept for a period of 6 months following publication of the result, after which it will be destroyed.

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 (*for work submitted up to the end of week 9*);
- dates when coursework feedback can be collected from the module lecturer or the Undergraduate Office (*for work submitted after week 9*);
- the format by which assessment feedback will be given;
- the process by which coursework can be collected two weeks following the publication of the result concerned.

5.5 Submission of coursework

When handing in coursework you must ensure that you have understood and followed all the instructions provided by the module lecturer. Your coursework should be accompanied by a securely attached barcoded coursework coversheet printed from Evision.

Unless you are given formal guidance to do otherwise (e.g. for some design work or work to be submitted via WebLearn), written **coursework must be submitted only to the Undergraduate Office in the building that the module is taught**. Work handed in to tutors **does not constitute a valid submission and will not be processed**.

It is important that you retain both your submission receipt (this is an electronic receipt sent to your University email address and also available to view on your Evision account) and a copy of the coursework until the results are published on Evision.

Full details of the coursework submission process, including how to obtain coursework cover sheets, can be accessed at:

www.londonmet.ac.uk/coursework-exams

5.6 Examination Timetable

Examinations take place during Weeks 13, 14 and 15 of each semester and during the Summer Reassessment period in July. (See inside cover of this handbook for 2010/11 dates). The examination timetable is published three weeks prior to the start of each examination period at:

www.londonmet.ac.uk/examtrack

5.7 Past Examination Papers

These are available online at: www.londonmet.ac.uk/coursework-exams

5.8 Mitigating circumstances

Students who are unable to attend an examination must contact their Undergraduate Office on or before the date of the exam. A claim should also be made under the procedures for *Mitigating Circumstances* which, if accepted, will result in an opportunity to redo the exam without penalty in the summer period. Students who are unable to submit coursework by the due date should also make a claim under the mitigating circumstances process but are also expected, where possible, to submit the assignment within two weeks of the due date with an explanation of the reasons for lateness.

Students who do not submit assessment and do not notify the University of the reasons for this in advance will not be eligible for reassessment and may be required to leave the course.

For further information access: www.londonmet.ac.uk/mitigation

If you think you are likely to need to make a claim under these procedures you are advised to contact your Undergraduate Office in advance of the due date.

Claims of mitigating circumstances must be submitted to the Undergraduate Office on the appropriate form, attaching independent supporting evidence of the particular circumstances that affected your studies. Forms should be printed from: www.londonmet.ac.uk/mitigation

The deadlines for the submission of claims are published at: www.londonmet.ac.uk/mitigation, but also on notice boards outside the Undergraduate Office.

Prior to submitting a claim for Mitigating Circumstances you are **strongly advised** to familiarise yourself with the Mitigating Circumstances Criteria (Section 10.3 of the Academic Regulations), which can be found at: www.londonmet.ac.uk/academic-regulations

5.9 Assessment Board Appeals

There are only three grounds on which students may appeal against the outcome of an assessment board decision. These are very specific and an appeal may not be made in respect of an academic judgement or in respect of a rejected claim of mitigating circumstances. The University operates a strict 5 working day deadline for submission of appeals, following the publication of the result(s) concerned. Refer to the **Index** (Section 10.0) for sources of further information.

Appeals in respect of impaired academic performance due to mitigating circumstances may be made only in relation to an exam or to an assessed piece of work that was submitted by the published deadline. If successful, the assessment/reassessment concerned will be voided and any mark achieved must be surrendered. A further assessment/reassessment will then be granted, at the next opportunity, in place of the voided attempt. Such appeals WILL NOT be considered in relation to work submitted during the late coursework period (as defined in 5.8 above).

Prior to submitting an Appeal you should familiarise yourself with the Procedures for the submission of Appeals (Section 10.4 of the Academic Regulations), which can be found at: www.londonmet.ac.uk/academic-regulations

5.10 Action in the event of failure to pass a module

Reassessment

A student who attempts the final component of assessment in a module shall normally be entitled to be reassessed on one occasion in any module for which a failing mark has been awarded. Reassessment takes place during the summer resit period following the academic session in which the module was taken. Under the University's Academic Regulations, if you pass the module following reassessment, your overall module mark will be capped at the bare pass mark/grade of 40%.

A student who does not attempt the final component of assessment in a module will only be permitted reassessment if they have notified the University (normally in advance of the date of submission/date of examination). Where the reasons given are documented and meet the criteria for Mitigating Circumstances (see Section 5.8), a student will be entitled to be assessed during the summer period as if for the first time and will be entitled to the full range of marks for the module. Where a request for a deferral of assessment is made but the claim does not satisfy the criteria for Mitigating Circumstances, the University may agree a reassessment opportunity but any passing module mark/grade will be capped at a bare pass.

Retaking a module

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

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

You should ensure that you familiarise yourself with the University regulations on reassessment (Section 3.2 of the Academic Regulations), which can be found at: www.londonmet.ac.uk/academic-regulations

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 (four modules out of 8) in their first year 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 Undergraduate Office/Personal Academic Adviser as soon as possible.

5.11 University 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 each of undergraduate award.

WITHDRAWAL, INTERRUPTION OR TRANSFER

5.12 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 of the first semester to withdraw from a module without academic or financial penalty. After this point you are expected to complete every module registered against your record and to pay any fee due for your registered programme. Please note that funding from Student Finance England may be affected if you reduce the number of modules for which you are registered. For further information and advice please contact your Undergraduate Office.

Withdrawal from a module is not permitted after **Week 2** of the first semester and students with unforeseen circumstances, which prevent completion of an assessment or a module, should submit a claim of mitigating circumstances. (See section 5.8). Requests to substitute modules for the second semester of study must be submitted by the University's specified deadline for such requests and shall be subject to University approval. Such requests shall only be considered where there is no reduction in the total number of modules registered.

5.13 Intermission of Studies

There may be circumstances that arise in the year that make it difficult for you to continue on your course or part of your course. If this is the case you should in the first instance, contact your Undergraduate Office, who will advise you of the options available to you. You may need to see your Personal Academic Adviser and/or Student Services.

Intermission of studies is only possible in exceptional cases and you will need to provide evidence of your circumstances that confirm it is not possible for you to continue on your course. Intermission has as serious impact on your funding if you are a Home/EU student and on your status in the UK if you are an international student. During an approved intermission of studies you will **not** be eligible to sit examinations, submit coursework or undertake any other form of assessment.

The maximum period of intermission permitted is two years and the maximum period in which to qualify for a degree (including any agreed intermission) is eight years.

If you intermit without prior approval you will be deemed to have withdrawn from your course and you may not be allowed to recommence at a later date.

For further details go to: www.londonmet.ac.uk/intermission

5.14 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 (Refer to Section 3.1, Regulations 53-54 of the Academic Regulations).

5.15 Course Transfers

If you wish to change your course you should contact your Undergraduate office. They will advise you on the process you will need to follow. Please note - course

transfers are only likely to be approved at the beginning of a semester, so if you decide you want to change midway through a semester then you will still need to complete all of your assessments in that semester.

6.0 STUDY RESOURCES AND FACILITIES

6.1 Libraries and Special Collections

Library Services at London Metropolitan hope you will make full use of the study facilities, specialist library staff and extensive range of printed and online resources available to support your studies and help you succeed.

You can use any of the five University libraries located at Calcutta House, Commercial Road, Holloway Road, Ladbroke House and Moorgate. All have integrated facilities with access to a large range of up-to-date information and resources available in a variety of electronic, printed and audiovisual media. The online 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/>

Each library has open access networked PCs and printers, copying and media facilities to support your studies. In designated areas you can get wireless access to the Internet using your own laptop – look out for the MetNet signs. 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.

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

6.2 Academic Liaison Librarians and Subject Guides

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.

Academic liaison librarians can help you acquire valuable information literacy skills which will enable you to locate, retrieve, evaluate and use the most relevant resources for your research for specific assignments and projects. This is done in a variety of ways from drop-in workshop sessions to bespoke course group sessions planned in conjunction with academic staff and based on your learning objectives.

They publish guides and online tutorials to resources specific to your subject area which are a good starting point when you need support. You can talk to your subject librarian in person during one of the regular drop-in sessions at all libraries or, if you prefer, send an email with your enquiry. For further information: <http://www.londonmet.ac.uk/services/sas/library-services/services/sessions.cfm>

To access subject guides and find your subject librarian go to: www.londonmet.ac.uk/services/sas/library-services/subject-help/subjects/index.cfm

6.3 Student feedback

Library Services are always looking at ways to improve the service we offer to all our users and welcome your views. Please go to our Comments and Suggestions link on our web pages <http://www.londonmet.ac.uk/services/sas/library-services/comments.cfm> or email your Learning Resources Manager <http://www.londonmet.ac.uk/services/sas/library-services/services/conman.cfm>

6.4 Media Resources

Media equipment and resources (e.g. video, reprographics etc.) are available from the University's media resource centres. The media team also provide technical support and advice. All classrooms are fully equipped with fixed Audio-Visual installations, including overhead projector, PC, whiteboard and screen.

6.5 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.

Access

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.

Support staff

Support is provided through dedicated teams, with Student Helpdesks located in Tower Building, Calcutta House, Commercial Road, Eden Grove, Ladbroke House, Moorgate, Spring House and Tower Hill.

Students are encouraged to make use of the Student Portal, <https://portal.londonmet.ac.uk/student>, which allows them to view personalised information and to interact with the university.

Opening Hours

For full details of opening hours, refer to:

www.londonmet.ac.uk/services/sas/ictsupport/ict_home.cfm

Students can access many of the University's computing facilities from home or another workplace via the Internet.

Printing

Laser printing is available throughout the University. A fee is charged.

FURTHER LEARNING OPPORTUNITIES

6.6 Open Language Programme

All undergraduate students with an elective choice may study a language during their programme. Open Language Programme (OLP) modules range from complete beginner to graduate level and can be taken as electives, semester by semester, in order to build increasing fluency. Before registering for an OLP module you will need to be assessed so that you can be placed at the appropriate level; these assessments are made by the Open Language Programme at key points in the year.

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

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

6.7 Elective Studies

The University's Elective Studies scheme offers students the chance to specialise in key subject areas, which will enhance employability. The scheme involves passing two Elective Studies modules as part of your degree, one at Intermediate Level, another at Honours Level. The subjects currently offered are Citizenship, Enterprise and Ethics.

For successful students, 'Elective Studies in */subject/* ' will appear on their final degree transcripts, adding value to their degrees by demonstrating their specialism to future employers. For further information see: www.londonmet.ac.uk/ug-course-information or ask your Personal Academic Adviser.

6.8 European Credit Transfer System (ECTS)

The European Credit Transfer System (ECTS) is part of the SOCRATES or ERASMUS mobility programme. One of the main goals of SOCRATES/ERASMUS is the promotion of academic recognition throughout the European Community and the European Economic Area (EEA), in order to allow students to follow part of their study programme abroad.

For further information please visit: www.londonmet.ac.uk/prospective/europeoffice

7.0 COURSE SPECIFICATION

BSc (Hons) Statistics (Joint Honours)

- 1. Name of course and highest award**
BSc Statistics (Joint Honours)
- 2. Scheme**
Undergraduate
- 3. Total credit for course**
360 Credit points
- 4. Possible interim awards**
Cert HE, DipHE, BSc (Ordinary)
- 5. Awarding/validating institution/body**
London Metropolitan University
- 6. Teaching institution**
N/A
- 7. Course also accredited by**
N/A
- 8. Professional body exemptions/accreditation**
N/A
- 9. External subject benchmarks**
Mathematics, Statistics and Operational Research
- 10. UCAS code (undergraduate only)**
Y001NSTATS
- 11. London Met course code**
- 12. Route code**
- 13. JACS code**
- 14. Source of funding**
HEFCE
- 15. Approved to run from**
- 16. Mode of attendance**
Ftd, ptd, sandwich
- 17. Expected duration of course**
ftd: 3 years
ptd: 6years
Sandwich: 4 years
- 18. Organised work experience/sandwich year/year abroad**

Students will be encouraged to undertake a (usually paid) sandwich placement between the intermediate and honours levels. There will also be the opportunity to take a short (15 credit points) work placement module at intermediate level.

19. Career education, information and guidance

A process of personal development planning takes place throughout the course. This enables students to relate their learning to the career opportunities available to them. Career advice is a central theme in the Employability core module at Intermediate Level. In the statistics area this module is the intermediate level MA2E01, where specialist careers advice will form part of the module. The short work placement module offers an opportunity for students to experience work in their area of interest and this further informs their choice of career.

20. Admissions

The course seeks to be accessible to students demonstrating the potential to succeed. Students who have studied A-level are expected to have 120 points from two subjects, one of which must have a numerate content. A pass in a 12 point VCE in science or engineering is an alternative entry qualification.

21. Teaching location

North Campus

22. Home academic department

DOC

23. Course Leader

A. Khossousi

24. Main educational aims of the course

The course aims to provide the background knowledge and skills that will enable graduates to work effectively as statisticians. The focus of the course is the application of the statistical techniques in appropriate contexts using commercially used software. For students taking statistics as a minor subject, the statistical reasoning that they acquire will complement their major subject of interest. Emphasis throughout is on what the student learns and can do as a result of the learning. It also enables the demonstration of the graduate attributes of self-awareness, performance in a variety of idioms and contexts and ethical and creative considerations.

For students undertaking the statistics courses, the aims are to

1. develop practical and analytical statistical skills that will be applicable in the modern business environment.
2. enable students to demonstrate appropriate transferable skills and the ability to work with relatively little guidance and support.
3. ensure that students are competent in the use of the IT skills that are needed in the workplace and can apply their knowledge appropriately in a variety of idioms
4. enable students to analyse large data sets and reach meaningful conclusions.

Students studying for joint or major honours will be equipped to progress to, and succeed in, postgraduate study.

25. Course learning outcomes

Collectively, course learning outcomes contribute to the development of the undergraduate attributes of:

- A1 Self awareness: to have the attribute of knowing oneself and be able to understand and clarify personal strengths and weaknesses through personal development planning; to be able to develop career management tools and represent one's own abilities with confidence and self esteem.
- A2 Performance in a variety of idioms and contexts: to have the attribute of understanding the limits and applicability of the subject discipline and to be able to perform as a graduate in a variety of idioms and contexts by incorporating into personal, subject and professional practice, a fluent awareness of the subject and the wider picture, and to be able to communicate this effectively
- A3 Creative and ethical: to have the attribute of working through problems and making creative and purposeful change and adaptation with an awareness of ethical and moral codes and demonstrating integrity of conduct , including an awareness of , and respect for , cultural diversity.

Links with graduate attributes are referenced in the learning outcomes contained in each of the four subsections.

25a Knowledge and Understanding

Learning Outcomes

By the end of this course a student is expected to have acquired knowledge and understanding of

1. statistical methods and data analysis techniques appropriate to the modern day working environment (A2)
2. a range of statistical modelling techniques, their limitations and applications (A2, A3)
4. the social and ethical responsibilities of a statistician (A3)
5. the role of statistical techniques in the modern business environment (A1, A3)

25a(i) Teaching, learning strategies and methods

Students learning is directed via contact time with the teaching team and specific learning activities. These include

1. lectures
2. problem classes
3. seminars
4. computer based learning
5. individual and group based case studies and investigations
6. directed independent study

25a(ii) Assessment

The assessment of the learning outcomes will be achieved through a variety of methods designed to stimulate learning in depth.

Formative assessment will require students to

1. analyse case studies and give presentations
2. collect, analyse and report on information and statistical evidence
3. manage their time and record their work in a log book
4. make use of computer based resources such as multiple choice tests to monitor their progress and check their understanding.

Summative assessment will be of the following type, as appropriate to the learning outcomes:

1. Unseen or seen examinations
2. Reports, both group and individual, oral presentations and written reports.

3. Log books, both form computer based lab work and tutorial based problem classes
4. Computer based assessments

25b Cognitive/intellectual skills

By the end of the course the student is expected develop higher order skills that are reflected in an ability to

1. select and apply appropriate statistical methods in problem solving (A1, A3)
2. analyse and interpret statistical information recognising the limitations of both the data and the techniques.(A2, A3)
3. critically evaluate statistical evidence (A2, A3)
4. develop self-awareness and study skills and be able to work both independently and with others as part of a team.(A1, A3)

25b(i) Teaching, learning strategies and methods

The skills will be developed by learning activities that include

1. Problem solving classes and activities
2. case studies
3. problem based learning
4. data driven computer based analysis of real data
5. directed independent research and study

25b(ii) Assessment

The skills will be assessed by

1. Unseen and seen examinations
2. Case study reports
3. Log books
4. Presentations

25c Transferable skills including those of employability and professional practice

By the end of the course students are expected to

1. communicate effectively both orally and written means using appropriate idioms (A1)
2. work effectively as part of a team
3. apply statistical and numerical techniques to the analysis of problems (A2)
4. use computer based software to facilitate communication and research (A2)
5. be aware of the ethical and social consequences of statistical and operational research work.(A3)
6. think critically and reflectively when developing solutions and interpreting results. (A1, A2,A3)

25c(i) Teaching, learning strategies and methods

These skills are developed throughout the course and are embedded in the learning activities. Specific support and development is provided at certificate level and further developed within the core modules and in the employability module

25c(ii) Assessment

These skills are assessed by

1. problem-based reports and case studies (both individual and group)
2. Lab books, including reflective writing
3. Project work
4. Examinations (unseen and seen)

25d Subject specific practical skills

By the end of the course the student should be able to

1. Use appropriate mathematical methods in the solution of problems from wide field of application (A2,A3)
2. use a wide range of software in the investigation and analysis of problems (A2)
3. critically evaluate the results of investigations in the real world.(A1, A3)
4. research, analyse and interpret information (A1, A3))
5. communicate effectively the results of their findings.(A1, A3)

25d(i) Teaching, learning strategies and methods

Methods for developing practical skills will include

1. project based investigations
2. computer based practicals to investigate and analyse problems
3. problem solving classes
4. group seminars and discussions

25d(ii) Assessment

Assessment will include

1. Log books
2. project reports and vivas
3. case study reports and presentations
4. examinations, unseen and seen

Course structure diagram BSc (Hons) Statistics Joint

entitles you to a Degree in "Statistics and ..." – Autumn entry

Course Leader: David Brown

Level	semester	code	title	status ‡	attributes	notes
C	Autumn	MA1033N	Mathematical Techniques 1	c	A1,A2	-
		MA1034N	Introduction to Data Analysis	c	A2,A3	Subject IT Core
	Spring	MA1037N	Mathematics Techniques 2 choice of module	c d/e	A2,A3	One from MA1038, MA1040N, MA1035N (or MA1034N if not taken in Autumn)
I	Autumn	MA2E01 N	Employment Skills for Mathematicians	c	A1,A2, A3	Subject employability Core
		MA2040N	Foundations of Statistics choice of module	c d/e	A2,A3	MA2032N, MA2034N or elective
	Spring		choice of module choice of module	d d/e		One from MA2042N, MA2045N, MA2046N, MA2035N, MA2039N One from above list or elective
H	Autumn		choice of module choice of module	d d		- One from MA2034N, MA3039N, MA3041N One from MA2034N, MA3039N, MA3041N
		Spring	MA3P47N	Project choice of module	d d/e	A1,A2, A3

BSc (Hons) Statistics Joint

entitles you to a Degree in "Statistics and ..." – Spring entry

Course Leader: David Brown

Level	semester	code	title	status ‡	attributes	notes
C	Spring	MA1033N	Mathematical Techniques 1	c	A1,A2	-
		MA1034N	Introduction to Data Analysis	c	A2,A3	Subject IT Core
	Autumn	MA1031N	Calculus choice of module	c d/e	A2	One from MA1032N, CC1006N, CC1002N, MA1H01N
I	Spring		choice of module choice of module	d d/e		One from MA2035N, MA2042N, MA2045N, MA2039N One from above list or elective
		Autumn	MA2040N MA2E01N	Foundations of Statistics Employment Skills for Mathematicians choice of module	c c d/e	A2,A3 A1,A2, A3
	H	Spring			d/e	

	Autumn		choice of module	d		One from MA3P47N, MA3039N, MA3041N
			choice of module	d/e		One from above list or elective

27. Assessment diagram

Certificate Level modules

Assessment	MA1031 N		MA1032 N		MA1033 N		MA1034 N		MA10 35N		MA10 37N		MA1H 01N		MA
	Weighting	Submission week no	Weighting	Submission week no	Weighting	Submission week no	Weighting	Submission week no	Weighting	Submission week no	Weighting	Submission week no	Weighting	Submission week no	Weighting
Unseen exam EXU															
Seen exam EXS															
Open book exam EXO															
Coursework CWK	75	13			75	12	75	11	100	12	75	12	50	13	
In class test CST	25	9	50	6,12	25	5	25	5			25	5			
Oral presentation ORL															
Practical PRA															
Group Project GRO													50	11	
Seminar performance SEM															
Dissertation/Proj ect DIS															
Other (specify) OTH			50	11											

Assessment	MA3044N		MA3P47N		Weighting	Submission week no	Weighting	Submission week no
	Weighting	Submission week no	Weighting	Submission week no				
Unseen exam EXU								
Seen exam EXS								
Open book exam EXO								
Coursework CWK	25	8						
In class test CST								
Oral presentation ORL								
Practical PRA								
Group Project GRO								
Seminar performance SEM								
Dissertation/Project DIS			100	12				
(Mini Tests) OTH								
(Written Report with Oral Presentation) OTH	75	12						
Diagnostic Test								

27. Additional general comments (if appropriate)

28. Standard University entry requirements, inc APEL/AP(E)L

220 pts from 2x6 numerate, science A-levels; 1 x 12 point VCE Science or engineering; GCSE Mathematics, English

30. Career opportunities

The study of statistics is an excellent basis both for specialist study or research and for careers in a wide variety of fields. Recent graduates have found employment in commerce and business where the analysis of large data sets is of increasing importance. Banks and financial institutions also use data analysis techniques and hence are a source of employment for numerate, IT literate graduates. The Civil Service and the teaching profession provide further career opportunities. When taken in conjunction with another subject, the study of statistics enhances the job prospects of the graduate.

31. Course summary : as prospectus

8.0 USEFUL INFORMATION

9.0 DIRECTORY OF MODULES FOR THE COURSE

The list of modules that make up the course can be found in the Course Specification above. Full details of the content of each module may be found by following the links at [http://www.londonmet.ac.uk/registry/\\$services/\\$course-information/undergraduate/undergraduate-course-information_home.cfm](http://www.londonmet.ac.uk/registry/$services/$course-information/undergraduate/undergraduate-course-information_home.cfm)

Code	Module Title	Semester	Core / Designate	Attributes	Prior Study
MA1031N	Calculus	Autumn	Core	A1,A2	A level Mathematics
MA1033N	Mathematical Techniques 1	Autumn/Spring	Core	A2,A3	
MA1037N	Mathematical Techniques 2	Spring	Core	A2,A3	
MA1032N	Logic	Autumn/Spring	Designate	A1,A2.	
MA1034N	Introduction to Data Analysis	Autumn/Spring	Core	A2,A3	
MA1H01N	Study Skills for Mathematicians	Autumn	Designate	A3	
MA1035N	Mathematical Programming	Spring	Designate		
MA1038N	Personal Development for Mathematicians	Spring	Designate	A1,A2,A3	
MA1040N	Linear Algebra	Spring	Designate	A2,A3	
CC1002N	Problem Solving for IT	Autumn/Spring	Designate	A2, A3	
MA2E01N	Employment Skills for Mathematicians	Autumn	Core	A2,A3	MA1033N or MA1034N or MA1038N
MA2040N	Foundations of Statistics	Autumn	Core	A2,A3	MA1034N
MA2032N	Mathematics of Finance	Autumn	Designate	A2,A3	MA1031N or MA1033N
MA2034N	Further Mathematical Techniques	Autumn	Designate	A2	MA1031N or MA1037N
MA2035N	Graphs & Networks	Spring	Designate	A2	MA1032N
MA2039N	Project Management for Mathematicians	Autumn	Designate	A2	MA1038N
MA2042N	Medical & Forensic Statistics	Spring	Designate	A2,A3	MA1034N
MA2045N	Data Mining	Spring	Designate	A2,A3	MA1034N
MA2046N	Simulation	Spring	Designate	A2	MA1033N or MA1034N or MA1068N
MA3034N	Advanced Numerical Mathematics	Autumn	Designate	A2	MA1041N
MA3039N	Linear Optimisation	Autumn	Designate	A2	MA1037N
MA3040N	Advanced OR Techniques	Spring	Designate	A1,A2	MA2E01N
MA3041N	Forecasting	Autumn	Designate	A2,A3	MA1034N
MA3P47N	Project	Spring/Autumn	Designate	A1,A2,A3	MA2039N and 5 MA2*** modules

10.0 INDEX OF KEY SOURCES OF INFORMATION

10.1 Relevant University Procedures:

Procedure	Full procedure in the Academic Regulations	Full Procedure & notes in the University's Student Handbook	Further information/guidance available at:
Academic Misconduct	✓ (Section 10.5)	✓	www.londonmet.ac.uk/academic-misconduct
Appeals against decisions of Assessment Boards	✓ (Section 10.4)	✓	www.londonmet.ac.uk/appeal
APL Procedures	✓ (Section 10.1)	(Notes only)	Limits to the amount of APL which can be claimed are detailed within the Awards Framework and Regulations that regulate your course. www.londonmet.ac.uk/credit
Complaints Procedure	x	✓	
Fees and enrolments	✓ (Section 9)	✓	Fees: www.londonmet.ac.uk/fees-and-refunds Enrolment: www.londonmet.ac.uk/evision/online-re-enrolment.cfm
Intermission	✓ (Section 9.1)	✓	www.londonmet.ac.uk/intermission
Mitigating Circumstances	✓ (Section 10.3)	✓ (including deadlines)	www.londonmet.ac.uk/mitigation
Undergraduate Assessment Regulations	✓ (Section 3.2)	x	www.londonmet.ac.uk/coursework-exams
Undergraduate Awards Framework, Scheme Regulations & Course Structure	✓ (Section 3.1)	x	

10.2**Useful online information:**

Faculties and Professional Service Departments	http://www.londonmet.ac.uk/depts http://www.londonmet.ac.uk/services
Academic Regulations	www.londonmet.ac.uk/academic-regulations
Examination Timetable (and Examtrack)	www.londonmet.ac.uk/coursework-exams www.londonmet.ac.uk/examtrack
Evision	www.londonmet.ac.uk/evision
Learning Development Unit	www.londonmet.ac.uk/college-of-london/ldu
Library Catalogue	http://catalogue.londonmet.ac.uk/
Module Catalogue	https://intranet.londonmet.ac.uk/prog-plan/module-catalogue/
Programme Planning (Module Registration)	www.londonmet.ac.uk/evision/progplan www.londonmet.ac.uk/ug-course-information
Student Handbook (University)	www.londonmet.ac.uk/student-handbook
Student Services	https://intranet.londonmet.ac.uk/studentservices/
Timetable information	www.londonmet.ac.uk/ug-course-information
Weblearn	www.londonmet.ac.uk/tltc/weblearn
Undergraduate Course Information	www.londonmet.ac.uk/ug-course-information
Undergraduate Offices	www.londonmet.ac.uk/registry

