

Student Handbook

Undergraduate

2022/23



Welcome to London Metropolitan University

Thank you for choosing to study at London Met, whether you this is your first year with us or you are a returning student, we welcome you to the university.

London Met is a university all about community & people. We are proud of our history and of our students and staff past and present and everything they have achieved.

The University is committed to giving you the best experience possible, investing in great staff, improving the campus and ensuring you have the technology and resources to succeed. We like to work in partnership with students to understand your needs and I would encourage you to get involved and get the most out of your time here.

This handbook will outline resources and services that will help you during your time here to get the very most out of your studies. Think of it as a one stop shop for thriving at London Met.

Kind regards,

Professor Lynn Dobbs

Vice-Chancellor

London Metropolitan University

Undergraduate term dates for academic year 2022/23		
Term	Start date	End dates
Autumn	19th September 2022	16th December 2022
Spring	9th January 2023	31st March 2023
Summer	17th April 2023	2nd June 2023

Start and end dates for key activities for students for the academic year		
Activity	Start date	End date
Welcome Week (enrolment and induction)	19th September 2022	23rd September 2022
Autumn Semester and Year-Long Modules begin	Week Commencing 26th September 2022	
Teaching Autumn	26th September 2022	16th December 2022
Christmas Vacation	19th December 2022	6th January 2023
Examinations for Autumn semester modules	16th January 2023	27th January 2023
Spring semester modules begin	Week commencing 30th January 2023	
Teaching Spring	30th January 2023	31st March 2023
Easter Vacation	3rd April 2023	14th April 2023

Teaching Summer	17th April 2023	5th May 2023
Examinations (for spring/year-long modules)	8th May 2023	26th May 2023
Reassessment Examinations	12th July 2023	28th July 2023
Reassessment coursework deadline	3pm on 28th July 2023	

Dates for January Starters		
Activity	Start date	End date
Welcome Week (enrolment and induction)	23rd January 2023	27th January 2023
Teaching Spring	30th January 2023	31st March 2023
Easter Vacation	3rd April 2023	14th April 2023
Teaching Summer	17th April	28th July 2023
Examinations for (January starters)	8th May 2023	26th May 2023
Reassessment Period (January starters)	4th September 2023	18 th September 2023
Reassessment coursework deadline	3pm on 8th September 2023	

The [Academic Term Dates](#) webpage will show key dates or all activities during the academic calendar.

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

Contents

WELCOME TO LONDON METROPOLITAN UNIVERSITY	2
SECTION 1: USING YOUR HANDBOOK	7
SECTION 2: UNDERGRADUATE DEGREE COURSES	8
2.1. Key features of undergraduate degree courses	8
2.2. Credit for previous learning	9
2.3. Module registration, course planning and approval	9
2.4. Types of Modules	10
SECTION 3: BEING A STUDENT	11
3.1. Enrolment and re-enrolment	11
3.2. Induction programme checklist (Welcome week)	11
3.3. Your first semester	11
3.4. Studying	12
3.5. Attendance, academic engagement and employment	12
3.6. Academic regulations	13
3.7. Student conduct	13
3.8. Student Partnership Agreement	14
SECTION 4: INFORMATION AND ADVICE (FINDING HELP)	14
4.1. Your School Office	14
4.2. The Students' Union Advice Service	15
4.3. Student Services	15
4.4. Disabilities and Dyslexia	15
4.5. Counselling and personal development	16
4.6. International Student Advice Service	17
4.7. International support	17
4.8. Learning development support	17
4.9. Academic support	17
4.10. Course Leader	18
4.11. Module Leaders	18
4.12. Course transfers	18
4.13. Taking a break from your studies	18

4.14. Withdrawal from a module.....	19
4.15. Mode of Study.....	19
SECTION 5: SUPPORTING YOUR LEARNING	20
5.1. Libraries and special collections	20
5.2. Academic liaison librarians.....	20
5.3. ICT Services.....	20
5.4. Printing, photocopying and scanning.....	21
5.5. Your University IT account	21
5.6. Communication	21
5.7. Your contact details.....	21
5.8. Evision	21
5.9. WebLearn – online module resources.....	22
5.10. Building careers	22
5.11. Volunteering.....	22
SECTION 6: YOUR VOICE COUNTS	22
6.1. Students’ Union.....	22
6.2. Student Reps.....	22
6.3. Complaints	23
6.4. Surveys and feedback.....	23
SECTION 7: ASSESSMENT ESSENTIALS	23
7.1. Coursework submission	23
7.2. Feedback on your assessments	23
7.3. Marking and grades.....	24
7.4. Reassessment.....	25
7.5. Retaking a module	26
7.6. Academic misconduct.....	26
7.7. Assessment board appeals.....	26
7.8. Mitigating circumstances	26
7.9. Progression.....	27
7.10. Publication of results and transcripts and awards certificates	27
7.11. Criteria for awards	27
SECTION 8: INDEX OF KEY ONLINE INFORMATION	28

Section 1: Using your handbook

Your student handbook contains a wealth of information, some of it will be of more relevance to you as you progress with your studies. It covers many of the questions you will have about studying at undergraduate level and how to locate additional information or advice.

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

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

All undergraduate courses are governed by the University's [academic regulations](#). It is your responsibility to be fully aware of the regulations which govern your studies as an undergraduate student of the University. We provide guidance on most aspects of the Academic Regulations via our website; if you are unsure please contact your School Office (see section 4). Your course may have some additional course-specific regulations or may be governed by a Professional Body. Where relevant, these are included in section 14 of the Course Specification.

Other important policies that may apply during your study at the University can be found on the [rules and regulations page on the Student Zone](#).

You should also note that occasionally, the details in this handbook or other sources of information such as your Course Specification may be amended or revised in accordance with the [general student regulations](#).

Student voice and representation is an important part of the student experience at London Met. Every course is required to have a minimum of one [student representative](#) per year of the course, though some larger courses choose to have more than one student rep. You may wish to stand to be a student representative and we would welcome this (more information in section 6). Student feedback is a critical part of how we improve modules and courses but also how we work with students in what we call a partnership model at London Met. This model requires students and staff to work together and co-develop ideas and solutions, we therefore welcome comments about your course or any suggestions for improvements you may have.

We are looking forward to welcoming you this new academic year! Our Schools, academic departments and support staff are all working hard to ensure you will enjoy studying with us and learning safely. We are here to help you settle into student life and make the most of your experience. We encourage you to meet staff and familiarise yourself with your School to prepare yourself as much as possible before your course begins. We wish you every success in 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. As a student you will build up the credits needed for a degree module by module, successfully completing the requirements of each level before progressing to the next. Standard modules carry 15-30 credits and a degree comprises 360 credits. Study can be full time or part time and for a few courses, evening only.

Depending on your degree, your course is organised into four levels:

Level 3 is a foundation year that prepares you for undergraduate degree level study. It provides a good general introduction to your chosen subject and other key disciplines, preparing you for the following three years of study.

Level 4 aims to give you a firm foundation in your chosen area of study, preparing you for more advanced study in your chosen field. It aims to give you the tools to evaluate the appropriateness of different approaches to solving problems related to their area(s) of study, communicate the results of your study accurately and reliably with structured and coherent arguments. Typically level 4 modules will help you develop new skills within a structured and managed environment.

Level 5 develops your subject specific knowledge but also the additional skills you will need to complete the course successfully. Level 5 modules aim to give you a range of established techniques to initiate and undertake critical analysis of information and to propose solutions to problems arising from that analysis. Modules at this level will enable you to practice effective communication of information, construct and form an analysis in a variety of forms and further develop existing skills while acquiring new competences.

Level 6 is the most advanced undergraduate level. Modules are designed to give knowledge and understanding of the main areas of the subject(s) and its interactions with related subjects. Level 6 modules will also provide a familiarity and understanding of a range of the essential theories, principles and concepts and an awareness of major issues at the forefront of the subject(s). Level 6 aims to give you the tools to use your knowledge, understanding and skills to critically evaluate and formulate evidence-based arguments and identify solutions to clearly defined problems.

Both levels 5 and 6 will; focus on your future employability and the development of professional practice in your discipline(s). This is done by nurturing the qualities and transferable skills necessary for employment and decision-making.

The academic year is split into three terms, with 27 weeks of contact via lectures and seminars or workshops. The Autumn term usually 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, while part-time students take up to 90 credits in a year.

Your degree contains a number of modules which are either core or optional, core modules are compulsory. Option modules are designed to add breadth, depth and variety in your chosen subject. In some cases you can choose from a wider list of modules known as '*Extension of Knowledge*' modules, you may also have the opportunities to acquire language skills through the Open Language Programme. The structure of your modules including those which are compulsory/optional is contained in your Course Specification. Levels 3 and 4 of the degree will have the modules required for your course already listed in the course specification.

2.2. Credit for previous learning

If you already hold a qualification (for example from another University) it may exempt you from part of your course. You will have to apply for Accreditation of Prior Certificated Learning (APCL) if this applies to you. Similarly, if you have undertaken work, paid or voluntary, that has resulted in learning skills or knowledge equivalent to a module that you will be studying, you may also 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 Course Leader to discuss if your prior learning can be accepted towards your degree.

2.3. Module registration, course planning and approval

As a new student you may already have seen your personal timetable online. The structure of your classes will be further explained as part of the induction programme and this will include information such as the times and rooms for lectures, seminars and other taught classes. Please get in touch with your [School Office](#) if you have any questions about your timetable. Most first year students will already be registered on the correct modules for the whole year.

Before the start of each year, returning students will need to confirm the choices of modules available to them. If you need advice or support in planning your course please contact your [School Office](#) in the first instance. Once your course is confirmed, an individual personal timetable is generated for you and can be viewed online via Evision (see section 4.4). You can attend **only** those modules for which you have registered, if you miss the registration deadline you may not be allowed to register your preferred modules - please contact your [School Office](#) to see what can be arranged. Once registered there is a very limited opportunity to change or withdraw from modules. No changes can be made to your modules after week 2 of semester.

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

Please have a look at the [course catalogue](#) (by year of entry) for information about your course structure and the [module catalogue](#) for information about the modules you will be studying.

2.4. Types of Modules

You will encounter the following terms when [choosing modules](#):

Used terms	
Type of Module	Module Type Description
Core modules	These are compulsory modules which must be completed in order to meet the requirements of your course.
Option modules	Option modules are a variety of course related modules which you can choose based on your own interests. You are also able to select an option module from the Extension of Knowledge pool which you can view on MOC or an Open Language module (if appropriate).
Prerequisite	These are modules which normally must be passed/completed before you may proceed to study a subsequent module(s).
Open Language Modules	Some undergraduate courses allow you to choose a language module as an option. You will need to attend a language evaluation session to be assessed before you can register.
Extension of Knowledge module	Extension of Knowledge modules are undergraduate options from subject areas outside your main subject(s). You can choose from an approved list of modules offered within and across Schools.
Work based learning (WBL)	<p>The university is committed to giving students the chance to undertake work experience whilst studying which will count towards your academic qualification.</p> <p>All undergraduate students will have the opportunity to take a Work Based Learning/Placement module at either level 5 or level 6. WBL modules are normally integrated into the course diet. Please email WBL@londonmet.ac.uk with any questions about these modules.</p>

Section 3: Being a student

3.1. Enrolment and re-enrolment

The University ID card 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 [School Office](#).

The first time you complete enrolment you will need to provide evidence of your identity and demonstrate how tuition fees will be paid.

You are required to re-enrol for each year of your studies. Re-enrolment takes place online usually from the middle of August. Re-enrolment is necessary for module registration and to re-activate your ID card. There will be a deadline for this so it is important that you complete this before the start of the next academic year.

Tip! You cannot re-enrol without confirming your module choices before the start of each year.

3.2. Induction programme checklist (Welcome week)

After attending your Welcome Week sessions you should check that you have the following:

- a programme of study confirming your registered modules
- a personal timetable
- access to all your modules via Weblearn
- the contact details for your School Office
- the name of your Academic Liaison Librarian
- the name of your Academic Mentor/Tutor
- the name of your Course Leader

If you miss Welcome Week please contact your School Office with any questions you may have, please also contact your Course Leader who will be able to guide you on where to obtain relevant information you may have missed. It is very important that you complete the enrolment process as this is what activates your status as a student and ensures that you are enrolled for each module.

3.3. Your first semester

Classes commence on **26 September 2022** and your timetable will list all the classes that you need to attend.

Your first semester will usually consist of core modules (see section 2.4). During the first semester you will meet with your Course Leader who will discuss your programme of study and advise you on how to plan your studies for the second semester, if applicable.

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

Provided that you are fully enrolled, your [timetable](#) will be available on-line and the structure of classes will be explained during your Induction Programme. Your timetable will change each semester (except for year-long modules), and will be available on the web shortly before the start of each academic year.

If you do not have a course timetable please contact your [School Office](#) without delay.

3.4. Studying

To make the most of the opportunities available to you and to help you with organising and planning your learning please see the guidance provided by the [Study Hub](#). Here you will find a collection of online resources to help you prepare for undergraduate study.

Studying at undergraduate level may be new and very different from your previous study or work experiences. Assessment will be a key aspect here and the successful completion of additional various assessments will all be crucial to achieving the highest award at the end of your course.

It is important that you understand clearly the various expectations and deadlines for each assessment within your modules. Your module handbook will explain how and when you will be assessed. You can also find this information on Evision.

You must attend all timetabled classes in-person (or online where applicable) and include a designated number of hours of independent study. You should expect to spend 10 hours per week on each module, this equates to approximately 40 hours per week of independent study for a full-time student. Active participation and engagement with your course, your peers and fellow classmates will put you in the best place to be successful in your studies. Please be respectful of the learning environment and remember to switch off your mobile phone before entering classes and study areas.

If there is anything you do not understand, just ask. All tutors have office hours and contact details are provided in the module handbook.

***Tip!** plan your learning strategy, allocate enough time for independent study and for assessments. Start assignments well in advance and attend all of your module lectures, tutorials and other sessions. Seek advice and help when you need it and use the learning resources offered. Most importantly - enjoy the learning experience!*

3.5. Attendance, academic engagement and employment

The University requires you to maintain a satisfactory level of attendance and engagement. While some absences may be unavoidable, you should always let your module tutor know in advance when you are unable to attend. Please note that it is also your responsibility to catch up on what you have missed!

Students are expected to attend all taught sessions in person and must engage in all aspects of the teaching and learning of their course. Viewing and participating in scheduled on-campus teaching sessions via webcast or other remote means of participation is not captured as engagement and is not intended to replace face-to-face attendance, unless there is a disability support plan which stipulates this as a reasonable adjustment.

For International students holding a Tier 4 visa a satisfactory level of attendance and engagement is essential in maintaining your visa conditions. If your attendance does not meet satisfactory requirements it could have serious implications for your stay in the UK. Please see the [international support section](#) for further details.

We recognise that our full-time students may need to undertake part-time work. However, we strongly recommend that this does not amount to more than 20 hours per week during term time. Students who work more than 20 hours per week may find this has a detrimental impact on their health and wellbeing or their studies. The University's [Careers and Employability Service](#) can support you in looking for a suitable part-time job or other career development opportunities that can enhance your employability while complementing your studies.

If you are an international student holding a Tier 4 visa, please ensure that you work within the rules set by UK Visas and Immigration. The international student advice team can advise you on how many hours and the types of work you can undertake. More information is available on the [student pages](#) or you can contact the advice service adviceinternational@londonmet.ac.uk

Tip! Please read the [Post-enrolment Obligations](#) so that you know what is expected of you as a London Met student.

3.6. Academic regulations

All undergraduate courses are governed by the University's [academic regulations](#). It is your responsibility to be fully aware of the regulations which govern your studies as an undergraduate student. We provide guidance on most aspects of the Academic Regulations via the Student Zone on our website, but if you are unsure please contact your School Office. Your course may also have some additional course specific regulations or may be governed by a Professional Body. Where relevant, these are included in section 14 of the Course Specification.

Other important policies that may apply during your study can be found on the [rules and regulations page](#) which can also be found in the Student Zone.

3.7. Student conduct

The University is a community that fosters an environment of professionalism, trust, responsibility and mutual respect. As members of the community, students are expected to conduct themselves in such a manner which permits freedom of thought and expression within a framework of intellectual honesty and respect for the rights of other persons. Students are expected to:

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

Behaviour and/or actions that may constitute misconduct are subject to action in accordance with the procedures set out in the [Academic Regulations](#) on Student Conduct. These regulations apply to both university spaces and when using technologies and/or social media between any student, staff member or external stakeholder such as while on placement or Work related learning.

3.8. Student Partnership Agreement

The London Met [Student Partnership Agreement](#) (SPA) is an agreement between the University, the students and the Students' Union. The purpose of this agreement is to set out the values, principles and approaches that define the partnership. The SPA in its entirety applies to both students and staff and covers all points of the student journey, it aims to aid our commitment to providing the best possible experience for our students.

Section 4: Information and Advice (Finding Help)

4.1. Your School Office

Your School Office is the place to go for any query related to your studies or your time at the University. The School Office is also the gateway to a wealth of other support services such as Student Money and Accommodation Advice, Counselling Service, Disabilities & Dyslexia Service.

No matter what your query is, your School Office is the first place to go for help. Below is just a small selection of the ways that your School Office can help you:

- queries about your enrolment or re-enrolment
- 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
- booking appointments with Student Services.

[The School Office](#) is open to visit throughout the academic year and can also be contacted by email and chat function.

When contacting [your School Office](#) please always quote your student number as it enables the team to access your information quickly and respond to your query more efficiently.

***Tip!** Check out their [FAQs](#) on the Student Zone website where you will be able to find answers to most of your queries.*

4.2. The Students' Union Advice Service

The [Students' Union advice page](#) includes a full list of services they offer. The Union can offer free, confidential and independent advice and support by listening to your situation, exploring your options and allowing you to make an informed decision.



Tip! To get help email
theadviceservice.su@londonmet.ac.uk

4.3. Student Services

Student Services provides a range of specialist advice, information and guidance to support you during your time here as a student. These include:

- student funding, finance and accommodation
- counselling and personal development
- personal and emotional well-being
- support, advice and guidance for physical and mental health related disabilities
- support, advice and guidance for Specific Learning Differences (SPLDs)
- immigration advice for international students
- advice on living and working in the UK for international students

4.4. Disabilities and Dyslexia

Our Disabilities and Dyslexia Service (DDS) can assist you if you have a disability, long-term medical or mental health condition or a Specific Learning Difficulty (e.g. dyslexia or dyspraxia). You will need to provide medical evidence of your condition, or a full post 16 diagnostic assessment for Specific Learning Difficulties (SpLDs).

If you are eligible for support, our advisers can help you obtain a range of adjustments depending on the level of need identified. If you are unsure if you have Dyslexia or any other learning difficulty or disability, don't worry - please contact the DDS service who will give you the right advice and guidance. Support can include:

- notes/hand-outs in advance
- individual examination arrangements (e.g. extra time, use of a computer, sheltered accommodation, amanuensis), other alternative assessment arrangements
- extended library loans
- accessibility related classroom adjustments
- screening for a Specific Learning Difficulties (dyslexia)
- Individual Needs Assessment Report, to identify any adjustments to support

you in your studies

- advice and guidance in applying for study-related funding e.g. the Disabled Students' Allowance(DSA)
- assistance with arranging specialist tutoring, mentoring, communication support

To ensure you get the best out of the DDS please contact them as soon as possible so that they can arrange any adjustments to your teaching, learning or during assessments. The DDS require at least 4 weeks before the start of an exam period to do this for you; this so our advisers have sufficient time to assess your requirements and communicate them to our Assessment and Conferment Office- who can then implement any individual exam arrangements which you may be entitled to.

Remember to update us if your condition changes. We need to know this so we can give you the best support possible during your studies – so please do stay in touch with us throughout your course.

Tip! If you have an additional need please tell us. The University won't be able to offer you the right support if you don't declare it.

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.

If applicable, these standards are essential to the course and all students will be required to fulfil this criteria. In such instances, it may not be possible to alter the format of the assessment. However, you may still be entitled to some adjustments. It is important to seek advice and guidance from your module leader as soon as possible to see if any adjustments can be made for you. Competency standards are different from the fitness to practice standards which exist in certain courses, such as teaching, social work and medicine.

4.5. Counselling and personal development

The University Counselling Service consists of a team of experienced counsellors who know that studying at university can be a challenging and sometimes stressful experience. Some students talk to family, friends and tutors and others find it very helpful to speak with a counsellor. We encourage you to ignore the stereotypical ideas about counselling and instead think of it as a chance to reflect and speak to someone in a safe, confidential space.

Counselling is a talking therapy which can help you cope with:

- a mental health condition such as depression, anxiety or a eating disorder
- an upsetting physical health condition
- a difficult life event such as a bereavement, relationship breakdown or work-related stress
- difficult emotions such as low self-esteem or anger
- other issues such as sexual identity

Counselling is a chance to speak freely about these or any other emotional issue with someone who will not judge you nor your experiences, but listen and help you find ways to manage them. If you think you could benefit from this support, please contact the [Counselling Service](#) who are here to help.

4.6. International Student Advice Service

[The International Student Advice Service](#) at London Metropolitan University is here to assist international students and staff on subjects relating to UK immigration and Student Visas. They offer both advice and comprehensive support on a range of matters including visas and immigration for students and their dependants. You can contact the advice service by email: adviceinternational@londonmet.ac.uk

4.7. International support

The international support team is responsible for monitoring all international students, in particular those who are studying in the UK on a 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 and engagement (including students on work placements)
- changes in student status (intermission, suspension, withdrawal etc.)
- changes in module registration or course transfers

It is important that you respond to all communication from the International Support Team quickly, as it could have implications for your UK visa or your enrolment at the University.

If you are unable to attend lectures or scheduled sessions you should let the support team know. If you have any questions or queries relating to your visa or are changing your immigration status, please contact the team via email for further information: visa.compliance@londonmet.ac.uk.

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:

- [Academic Liaison Librarians](#)
- [Academic Mentors](#)
- [PASS \(Peer-Assisted Student Success Scheme\)](#)
- [Study Hub](#)

4.9. Academic support

As part of our absolute commitment to student experience and achievement, we give each student additional access and support through our Academic Mentor and

Personal Student Coach initiatives. Your [Academic Mentors](#) and Personal Student Coach will be working closely with course leaders and will be able to offer academic advice and support on areas such as academic writing, help in preparing for assessments and a range of other ways to help you progress and excel in your course.

Please consult the [Student Zone webpages](#) to find the Academic Mentor for your School.

4.10. Course Leader

Your course leader is responsible for the day-to-day organisation of your course. Any questions about your course not answerable by the module leader should be taken up with the course leader directly.

Course Leaders work with the university support teams, module leaders and other teams within their respective subject area to ensure a smooth delivery of your course. They also work directly with student representatives throughout the academic year. Here, they will listen and engage with formal feedback on the course (such as through course committee meetings) or through more informal processes (such as engaging with the course cohort directly).

4.11. Module Leaders

Module Leaders are members of academic staff who deliver the modules contributing to your programme of study, they should be your first point of contact for any academic advice. All Module Leaders have “office hours” – these are set times during the week when they are available for consultation. For each module there will be a module handbook which is also available via [Weblearn](#). The Module Leader and your seminar tutors will also confirm your attendance and engagement with classes each week (both face to face and online) to ensure that you maintain an acceptable level of attendance and engagement on your course and modules.

4.12. Course transfers

If you intend to change course you should seek advice from the [School Office](#). Do not stop attending your current course until a transfer has been agreed and confirmed to you in writing. For more information about changing your course, head to the [School Office FAQs](#) on the Student Zone.

If you are an international student holding a Student Visa you **must** contact the International student advice team for advice on possible visa implications before contacting your Student Office about changing your course adviceinternational@londonmet.ac.uk.

4.13. Taking a break from your studies

Sometimes students encounter exceptional circumstances resulting in them needing to take a break from their studies. We understand this and the University has [procedures](#) in place to support students who need to take a break from their studies or need to modify their current programme.

If you are considering [taking a break from your studies](#) whilst you are enrolled, please speak to your [School Office](#). You should also seek:

- [financial advice](#) from our Student Services team
- academic advice from your course leader

If you are a Tier 4 student, a break from your studies will have implications on your visa, you must seek advice from the international student advice team as soon as possible: adviceinternational@londonmet.ac.uk

Any break in studies could also impact any funding you receive from Student Finance England and you may wish to reach out to them directly.

During an approved break you will not be eligible to sit examinations, submit coursework or undertake any other form of assessment.

The maximum break permitted is one year and the maximum period in which to qualify for an Honours degree (including any breaks) is 6 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.

4.14. Withdrawal from a module

If you wish to withdraw from a module for which you are registered, you must submit a written request to the Pro Vice-Chancellor: Student Services (or nominee) by the end of the second week of your period of enrolment. The Pro Vice-Chancellor: Student Services (or nominee) will confirm in writing whether your request has been agreed. If you do not receive written agreement, every module will count towards the maximum permitted registrations of 360 credits.

If the Pro Vice-Chancellor: Student Services (or nominee) consents to a request from you to withdraw from a module, you will be deemed not to have taken the module and your record will be updated accordingly. Where this results in you no longer meeting the criteria for full-time study, we will formally amend your mode of attendance to part-time.

If we deem you to still be studying on a full-time basis after module withdrawal, you will continue to pay the appropriate full-time fee. If we deem you to be studying on a part-time basis, you will receive a refund of the tuition fee paid for the module(s) as appropriate.

For International students holding a Tier 4 or Student visa, withdrawing from modules or your course could have serious implications on your stay in the UK.

Before you take any action, please contact the international student advice team for more information: adviceinternational@londonmet.ac.uk

4.15. 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 [School Office](#) or [student services](#) before making any decision.

Section 5: Supporting your Learning

5.1. Libraries and special collections

You have access to our two libraries located at Aldgate (Calcutta House) and Holloway Road (Learning Centre), please see our webpage for [opening hours](#). Both libraries have computers, quiet study areas and group study rooms available. The electronic resource collections include e-journals, e-books, and databases which are accessible outside the University, via the [Library Catalogue](#). We also have a [Scan on Demand](#) service which allows you to request and obtain scans of book chapters or journal articles which will be emailed to you.

Library staff are available to help you in person during core opening hours, they are also available by chat and email. Please see our [Library web pages](#) for regular updates and more information on how to use the libraries.

We also have a Special Collections reading room located in the Wash Houses (Aldgate Campus). Please check our webpage for [opening hours](#). Information regarding our unique and distinctive collections - such as the TUC Library Collections, the Archive of the Irish in Britain, the Frederick Parker Collection & Archive and the University Archive and how they can be made available to you please email: specialcollections@londonmet.ac.uk

5.2. Academic liaison librarians

Academic Liaison Librarians are qualified to provide learning support and information skills training needed for your studies. They will also ensure, where possible, the appropriate information resources you need are available throughout your course.

Your dedicated librarian can help you locate, retrieve, evaluate and use the most relevant resources for your research, this includes guidance on using reference management software.

To access subject guides and find your Academic Liaison Librarian please visit the [Library](#) pages on the Student Zone.

*Tip! The Librarians publish guides and online tutorials to resources specific to your subject area. Have a look at our **Library Matters** and **Research Matters** for more advanced research skills available in [WebLearn](#).*

5.3. ICT Services

The University has a number of computer studios offering both specialist and general-purpose software on PCs and Apple Macs. ICT facilities can only be accessed using individually assigned IDs and passwords. General-purpose PC and Mac studios are provided and supported by IT, laptops are available to loan from lockers around the campus and most IT studios are open-access to students except when booked for teaching.

Please visit [IT resources online](#) for more information.

The University has an [Acceptable Use Policy](#) which applies without exception to all users of the University's ICT facilities.

Tip! Open access PCs and Apple Macs are available in the libraries for all students to use.

5.4. Printing, photocopying and scanning

Dual purpose self-service photocopiers/printers are available around the university and are available in all libraries. Once a print job is sent you can release the job on any FollowMe printer in the university using your ID card or login to authenticate, they are not site specific. Please note that print jobs remain active for 24 hours after they are submitted. Please read the [instructions on printing and photocopying](#).

5.5. 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) if you have not already done so, please do change it to something more secure at: <https://password.londonmet.ac.uk/>.

5.6. 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 [Student Zone](#). At other times we will use email to contact you so it is **essential** that you check your University email on a regular basis.

5.7. 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.

We will usually contact you by your university **email** account. You will have been allocated a University email address which is your 7 character account (see 4.1 above) e.g. ABC1234@my.londonmet.ac.uk during your enrolment period. 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.

5.8. Evision

[Evision](#) is the University's online facility that allows you to access your personal student record and re-enrol at the start of each new academic year. It is also where you will go to print your coursework submission sheets and other forms that you may need. [Evision](#) will allow you to view and manage:

- personal and contact details (can be updated online)
- registered modules
- enrolment and progression
- tuition fee details
- record of coursework deadlines and submissions
- mitigating circumstances and appeals decisions
- module results (available from notified date of publication)

- details of final award

5.9. WebLearn – online module resources

[WebLearn](#) provides online support for your modules, enabling you to communicate with your tutor and other students. Course materials and information on assessments are available on WebLearn. It requires your username and password.

5.10. Building careers

Our Careers and Employability Team can offer you [appointments](#) to help with a range of career related topics, your School will also arrange a number of [career events](#) where you will have the opportunity to meet with employers directly. We also offer different interactive resources on our [Careers Portal](#) that are available for you to use at your convenience.

For any queries please email careers@londonmet.ac.uk.

5.11. Volunteering

Volunteering whilst completing your studies can be a route to employment, or a chance to try something new and develop skills. Please visit the [volunteering opportunities](#) or email volunteering@londonmet.ac.uk.

Students on Tier 4 or Student visas should check with the International Student Advice Team before starting any type of volunteering as some types of voluntary work may need to be counted towards your allowed weekly working hours adviceinternational@londonmet.ac.uk.

Section 6: Your voice counts

6.1. Students' Union

The London Met [Students' Union](#) (LMSU) is an independent, student-led organisation that is here to support you during your time as a student. It also provides a free, confidential and independent advice and support service that can help you with any University-related issues you may be facing. This can include appeals, complaints, mitigating circumstances and conduct as well as support to promote your wellbeing.

The Students' Union also empowers self-organised student liberation forums such as the Women's, LGBTQ+, Black Asian and Minority Ethnic and Disabled Student forums.

The Students' Union is led by four elected Full Time Officers and four Part Time Liberation Officers who represent the views and voices of the students here at London Met. The Students' Union is run by students, for students.

Tip! Why not get involved with one of our societies or sports teams? Have a look to see what's on offer and get the most out of your time at London Met.

6.2. Student Reps

Feedback from students is vital to the University - we want to know how well the teaching and all the other services provided by the university are doing. This information is obtained in different ways but one of the ways is through the [Student Reps](#).

The student reps provide direct feedback from students on the course and raise any issues on their behalf. Becoming a Student Rep is a great way to help others, make positive change and develop your employability skills. Student Reps receive training for the role and their contributions are recognised on their degree transcript.

6.3. Complaints

The University is committed to providing a high quality service to its learning community. If you have concerns about an action or omission of the University's teaching-related or service-related provision, students are encouraged where possible to resolve the issue with the member of staff most directly involved with the concern. If you have not had a response or you are not dissatisfied with the response you have received, you can submit a formal complaint. Further information about how to make a formal complaint and how the University will deal with your complaint can be found in our [complaints procedure](#).

6.4. Surveys and feedback

A key part of the work of the University and Students' Union is gathering feedback, both formally and informally. The University runs formal surveys on different aspects of student experience, here you will be invited to feedback via a direct email to you.

These feedback opportunities are important as they help the university decide, for example, how and where they should spend on resources. Feedback at course and modular levels helps make in year adjustments as well as changes for the following academic year.

These surveys are anonymous and we would encourage you to take the time to complete them. This engagement from students helps us to continue to improve the quality of our service and the experience for all students at London Met.

Tip! Keep an eye out for feedback directly from teaching staff or posted online on the student zone.

Section 7: Assessment essentials

7.1. Coursework submission

When submitting coursework you must ensure that you have understood and followed all the instructions provided by the Module Leader. For each coursework assessment, the type of submission will be specified as either:

- a 'Hardcopy Submission' which you submit in person to School Office; or,
- an 'Online Submission' via Weblearn or Turnitin

Most submissions are online. Please access further information on the [coursework submission process](#), including how to obtain coursework cover sheets.

7.2. Feedback on your assessments

Assessment feedback is a critical part of your learning experience and will support your achievement on the course. Feedback can be:

- formative – it provides you with feedback on progress of your work. The work

may or may not contribute to the overall module grade.

- summative – it provides comments in respect of your performance in relation to intended learning outcomes and requirements for a piece of assessment.

During your course you will probably receive feedback in a number of ways:

- in teaching sessions to the whole class or to you individually;
- orally or in writing;
- written using a feedback sheet on your work;
- via WebLearn, the online space for modules – which can comprise of written and/or audio feedback;
- during the module and/or following module completion.

You are entitled to receive feedback on all assessments, normally within 15 working days of submission. 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 will normally be stated in *Module Handbooks*. Information normally includes:

- 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 School Office;
- the format by which assessment feedback will be given;
- the process by which end-of-module coursework can be collected following the publication of results;

7.3. Marking and grades

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

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

Module marks are calculated to the nearest whole number from the appropriately weighted marks for each assessment component. However, when determining awards, which are calculated from the applicable module marks, with extra weighting for final year module marks, the overall mark for your award is calculated to two decimal places.

At the end of each teaching period module results and awards are confirmed by the 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.

7.4. Reassessment

If you fail a module, you will be expected to undertake reassessment in all of the failed assessment components where you achieved a mark lower than 40%, unless you are eligible for condonement. You are not entitled to be reassessed in any assessment component which you have passed.

In year reassessment

If you are a Level 3 or 4 student, you may be entitled to resubmit your reassessment in-year. The process enables you to receive feedback on your first failed submission to support a reassessment within 30 days. It applies in the following circumstances:

- The failed component is coursework (not an exam or presentation);
- The original deadline date is before 31 March in any given year;
- You made a submission before the original deadline but your mark was lower than 40%;
- The mark for in-year reassessment will be capped at 40%.

This in-year reassessment is optional, and you will still receive an opportunity to take the formal reassessment at reassessment point each July in addition to the in-year reassessment. There is no option for mitigating circumstances for in-year reassessment.

End of year reassessment

All students are entitled to an end of year reassessment for coursework, examinations, projects and portfolios, even where you have failed an in-year reassessment you were eligible for. The end of year reassessment will normally take place during July. If you pass a component following reassessment, the mark for that component will be capped at 40%, except where capping would lead to a failing mark for the module but an uncapped mark would lead to a pass. In this case, the module will be recorded as passed with a capped mark of 40%, except where a requirement to pass specific components prevent this.

Following completion of all available reassessments, a revised overall module mark will be calculated. The higher mark from your first attempt or reassessment for each component will be used in the calculation of your overall mark and weighted in accordance with the module specification.

If you are given a further reassessment opportunity following the summer resit period, it must be taken at the earliest opportunity point when the module is offered in the following academic year. This will mean that you are taking the assessment at the same time as the students who are undertaking it for the first time in the next academic year.

7.5. 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.

7.6. 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 (i.e. examinations, formal assessments, commissioning another person to complete an assessment or buying work online) plagiarism and/or collusion. All students must respect all relevant academic conventions and practices, and must not give or receive unpermitted aid in relation to any assessed work.

You are strongly advised to familiarise yourself with the Academic Regulations on Academic Misconduct, which list a range of categories of academic misconduct and associated penalties, covering instances of academic misconduct (plagiarism, collusion, exam cheating). From the outset of your studies you should receive information and guidance on referencing conventions and group work activities to ensure that you do not contravene the University's Regulations.

If you are unsure about referencing, paraphrasing or group work activities (and what may constitute collusion in such activities), you should seek advice as soon as possible from the Module Leader, your Academic Mentor. Any student who receives an allegation of academic misconduct is advised to seek independent advice from the Students' Union where appropriate.

Further information can be accessed via the [academic misconduct](#) page.

7.7. Assessment board appeals

Prior to submitting an appeal against an Assessment Board decision or Engagement Panel decision related to assessment results, academic progression and/or award you should familiarise yourself with the [Academic Regulations and procedure](#) within the Academic Regulations paying particular attention to the grounds of an appeal. You can also contact the Student's Union for independent advice where appropriate.

7.8. Mitigating circumstances

The [mitigating circumstances](#) process is for students who have exceptional, unforeseen circumstances which prevent them from attending an examination or which prevent them submitting coursework. If you need to make a claim, independent supporting evidence is required and, if accepted, this will allow you an opportunity to retake the exam/resubmit the coursework without penalty i.e without capping of the mark. The deadline for the submission of claims is two weeks from the date of the assessment concerned (i.e. the examination date or submission deadline).

Claims for mitigating circumstances must be submitted, together with the evidence, via email to mitigation@londonmet.ac.uk.

For students on Tier 4 or Student visas, if the mitigating circumstances request means that you will not be expected to attend any lessons for more than 60 days, this may

affect your visa sponsorship. Please reach out to the International Student Advice Service for confidential advice and guidance by emailing adviceinternational@londonmet.ac.uk.

7.9. Progression

At the end of each year the University considers the performance of each student and decides whether they have passed sufficient modules to be able to move to the next level of their course. Failure in modules, particularly failure due to non-submission of coursework or non-attendance at an exam is likely to have serious consequences for progression through your course. In some cases, students who cannot progress will have the opportunity to repeat modules that they have failed, **but a full time student who fails more than 90 credits in their first year and who does not pass at reassessment will not be able to continue on their course.**

Any failure to progress is likely to delay your graduation and will lead to you incurring extra debt; for Tier 4/ Student visa students this could also affect your sponsorship by the University. For this reason, students who think they may be unable to attempt assessment should seek advice from their School Office as soon as possible and contact the International Student Support team adviceinternational@londonmet.ac.uk for advice on possible implications for their Tier 4/Student visa.

7.10. Publication of results and transcripts and awards certificates

Your marks will be formally confirmed at the end of the academic year, once they have been confirmed by the Subject Standard Board for your subject. Marks are published via [Evision](#).

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

For reasons of employment, or to provide proof of study at the University during your course, you may need a formal transcript. There is a fee for these transcripts, payable at the time of request. Requests should be made via the University's [Eshop](#), who aim to produce transcripts within 10 working days of request. You can also print a copy of your results from Evision and your School Office will stamp it to confirm it is valid.

7.11. Criteria for awards

The list of all of the University's undergraduate awards, can be found in Section 8 of the [academic regulations](#). Section 7 of the academic regulations details the minimum criteria for passing and achieving particular classifications within each type of undergraduate award.

Section 8: Index of key online information

Index
<u>Academic appeals</u>
<u>Academic regulations</u>
<u>Coursework and examinations</u>
<u>Exam timetable</u>
<u>Evision</u>
<u>IT resources</u>
<u>International student advice</u>
<u>Health and wellbeing</u>
<u>Library catalogue</u>
<u>Mitigating circumstances</u>
<u>Module catalogue</u>
<u>Money advice</u>
<u>Programme planning (module registration)</u>
<u>Student Partnership Agreement</u>
<u>School Offices</u>
<u>Student Study Hub (learning skills resources)</u>
<u>Student Zone</u>

[Timetable information](#)

[Undergraduate course information](#)

[University rules and regulations](#)

[Weblearn](#)