
Programme section

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A welcome from the Programme Director

Dear Student

Welcome to the BSc degree and Diploma in Computing and Information Systems (CIS) and the BSc degree and Diploma in Creative Computing (CC) for International Programmes students. I hope you will find your course of study interesting and inspiring, and that you will learn a great deal along the way.

While our programmes are devised so as to help you develop important skills, the focus of any good university degree is on understanding. If you understand fundamental concepts and theoretical notions, then you will have the foundation to learn new skills as your career progresses.

Understanding what computation is, and how it works, underpins all our study of computation, and that is why we emphasise it in our programmes. Mathematics is a central part of this, and comes up in almost every course you will take. Computers are machines that perform computation; computation is a mathematical process that can be described using discrete mathematics. We can also use mathematics to model other aspects of computing-related endeavours, such as how a database search works, or how digital signals can be analysed and synthesised in order to create music. Statistics is also relevant to a number of areas, ranging from business processes to configuring networks.

When moving into industry, our graduates succeed because they are equipped with the ability to be effective when they start work. More importantly, however, they are able to develop themselves, through both



Goldsmiths College

having a sound foundation in computing subjects through study and examination, as well as an ability to apply themselves to project work.

I wish you every success in your studies, and I also hope that you enjoy your time as a student. It is an opportunity to learn, develop, and find your interests and strengths, so make the most of it!

Dr Sarah Raugas
Programme Director for International
Computing Programmes
Department of Computing
Goldsmiths
University of London

Introduction

This **Programme section** provides academic guidance along with practical information and advice that is specific to your studies as a Computing and Information Systems (CIS) or Creative Computing (CC) student. We hope that we have covered everything that you need to know about during your studies, but if you require any additional information or support, please do not hesitate to contact a member of our staff. Full contact details are provided on pages 7–9 of this *handbook*. If you would like to suggest any additional information which you think should be included, please complete and return the Comment form at the end of this *handbook*.

For practical information that applies to all of the programmes offered through the International Programmes, such as how to pay your fees, please refer to the **General section** in the second half of this *handbook*.



The University, University of London International Programmes and Goldsmiths

The University of London: a centre of excellence

The University of London, which was established in 1836, is one of the oldest and largest universities in the United Kingdom. It is a federation of 19 colleges and 12 institutes. Some colleges are specialised (such as the School of Oriental and African Studies and the London School of Hygiene and Tropical Medicine), while others are multi-faculty (such as University College London and Queen Mary, University of London). Specialist institutes include the Institute of Commonwealth Studies.

University of London International Programmes

In 1858, Queen Victoria signed the University's fourth charter which permitted the University's degrees to be accessible to students who did not want or could not come to London to study. This groundbreaking initiative is one of the earliest examples of a university making its degrees accessible to students and established what has now become known as the University of London International Programmes.

International Programmes students register for a range of undergraduate and postgraduate degrees and our students, who come from over 190 different countries, have an age range of between 18 years old to over 70 years old. Some join the International Programmes immediately after leaving school, while others may have been working for a number of years and need a qualification in order to improve their prospects. Others purely seek the challenge of studying

a new subject at degree level. In many countries graduates of the International Programmes occupy senior positions in government, commerce and industry. The value of a University of London degree is well recognised throughout the world.

Our new name

In August 2010, we changed our name from the External System to the University of London International Programmes to better describe ourselves in the twenty-first century. This change allows greater clarity and inclusiveness and we believe it will help us to reach many more students like you in the future.

One critical thing has not changed – we continue to offer worldwide access to a university education of consistently high standard. We're very proud of our (and your) reputation and will continue to build on everything the External System stood for and achieved.

Our name may have changed, but the people, values, reputation and history remain exactly the same.

Goldsmiths

The International Programmes maintains its high standards by directly involving academic staff at Colleges of the University. Most of the qualifications within the International Programmes have a 'Lead' College which takes responsibility for academic development. Lead Colleges are commissioned by the University through the International Academy.

Goldsmiths, the Lead College for the BSc and Diploma in Computing and Information Systems and in Creative Computing, was founded in 1891 to provide educational

opportunities for local people. Although it continues to do this, it also attracts students from all over the United Kingdom, and its student numbers from overseas are growing. Members of staff at Goldsmiths are engaged in their subjects at the highest level through their personal research activity; there are eminent scholars amongst Goldsmiths' professors and other senior academics, including some whose names are widely known beyond the academic world.

For the BSc and Diploma in Computing and Information Systems and in Creative Computing, Goldsmiths' responsibilities include considering applications from independent teaching institutions, writing the subject guides, giving advice to students and teaching institutions, and ensuring that students are examined to the same standard as those at Goldsmiths and the University of London as a whole. The Department of Computing at Goldsmiths has a strong, positive commitment to encouraging students from all backgrounds to study computer sciences and information systems.

The programmes in Computing and Information Systems and in Creative Computing

The BSc in Computing and Information Systems

This programme is aimed at students who wish to pursue a career in information technology, either in the technical sphere or in management. It gives a solid grounding in computer technology and the theoretical basis of computing, and strengthens this by exposing students to its application in business and information systems. This emphasis ensures that, with growing practical experience, business decisions involving commercial computing can be taken on a sound technical basis, while the information systems courses lead to a better business awareness than would be provided in a purely technical computer science degree programme.

This structure has made the programme popular with technical specialists who wish to make a change of career into management, often taking advantage of a part-time study mode while still in employment. The other main student sector is those, often entering directly from school, who wish to study full-time for the degree as their first tertiary level qualification.

The degree is clearly seen as a valuable award by employers seeking staff with a ready-made balance of technical and business information systems skills.

The BSc in Creative Computing

This programme is intended for those who wish to combine interests in the arts, music and the creative industries, with computing technology. As well as giving you a solid grounding in the concepts that underly the technology in these areas, the programme

develops your understanding of creative practice through the making of a portfolio of work.

A degree is more than short-term technical training for a job. The skills and knowledge that you gain are only a part of the whole. Perhaps the most valuable acquisition from this form of degree is a mental approach that will help you determine and grasp opportunities for self-development. At one level these can help you continue to develop broadly in education, while also helping you to decide on future education that you may need for further career enhancement.

The Work Experience Entry Route to the BSc degrees

The Work Experience Entry Route is aimed at mature applicants with non-standard qualifications. Students are required to complete two particular courses from Level 1, and successful completion will allow students to apply to register on the BSc in either CIS or CC. Note that the Work Experience Entry Routes are not separate awards of the University of London, but a means to allow students with non-standard qualifications access to the degree programmes.

The Diplomas in Computing and Information Systems and Creative Computing

The Diplomas in CIS and CC have been developed both as awards in their own right and as entry routes into the BSc in CIS and the BSc in CC for students without traditional 'A level qualifications. The Diplomas may also appeal to students who do meet the entrance requirements for the degrees, but who wish to study for an interim award.

New developments in 2011

Online services

The University of London International Programmes is undergoing a major Business Transformation Process to enhance the services we provide to students. As part of this, we will be offering you more facilities online over the coming years.

As well as being able to contact us via the details listed on the following pages, you will soon be able to do the following activities online:

- register
- select study courses/modules
- pay fees
- inform us of a change of address
- apply for special examination arrangements
- view your personal records, including your examination results
- enter for examinations.

In the future, we will also be aiming to offer additional services online.

We will be contacting you about these services as they are rolled out, so look out for email alerts from us telling you how to access these new facilities.

New codes

Note that course/module codes are new from the 2011–2012 academic year and replace any previous year's examination numbers. This change does not affect the syllabus or content of the course/module. The new code for each course/module is shown next to the course title in Annex A and Annex B of the Programme Specification and Detailed Regulations. For a table showing how old examination numbers are replaced by new course/module codes, see the University of London International Programmes website:

www.londoninternational.ac.uk/new_codes

Contacts

Emails

If you have a query, the following list provides contact details for staff who will be able to help. Whenever you contact a member of staff it is important that you remember to give your full name, student number and the programme on which you are studying. This will help the member of staff locate your student record and deal with your query as quickly as possible.

Hundreds of emails reach us every day from International Programmes students all over the world. This huge (and growing) volume of email has a considerable impact on our work. Because of this, you will find that some staff and offices are using an 'automated response' message, particularly at busy times.

To help us deal with email enquiries efficiently and without undue delay, please observe the following etiquette when sending your message:

- Be organised – please ensure that you send the message to the correct person or office (see the Contact details in this guide).
- Be considerate – please do not copy the message to other people or other offices.
- Have patience – allow seven days for a personal response to be made to your message **before** making a further enquiry.
- Be responsible – if re-sending a message or enquiring about an earlier message, always say that this is a repeat enquiry and give the date when your original message was sent or forward the original message.

When sending an email, please make sure that you include your student record number and a brief description of your query in the email subject. For example: 'SRN 012345678 – Change of address'.

Main address

The postal address for all staff is (unless otherwise given):

University of London International
Programmes
Stewart House
32 Russell Square
London WC1B 5DN
United Kingdom

CIS and CC academic queries

You may contact the Programme Director if you have a general academic question that is not answered by your study materials.

Programme Directors cannot engage in active regular advice or tuition.

Dr Sarah Rauchas, Dr Tim Taylor,
Acting Programme Deputy Programme
Director Director
Department of Computing
Goldsmiths, University of London
Lewisham Way
New Cross
London SE14 6NW
Tel: +44 (0) 20 7919 7865/7340
Fax: +44 (0) 20 7919 7853
Email: international.computing@gold.ac.uk

If you are attending an independent teaching institution, you should first seek answers to your questions from your tutors.

Staff at the International Programmes

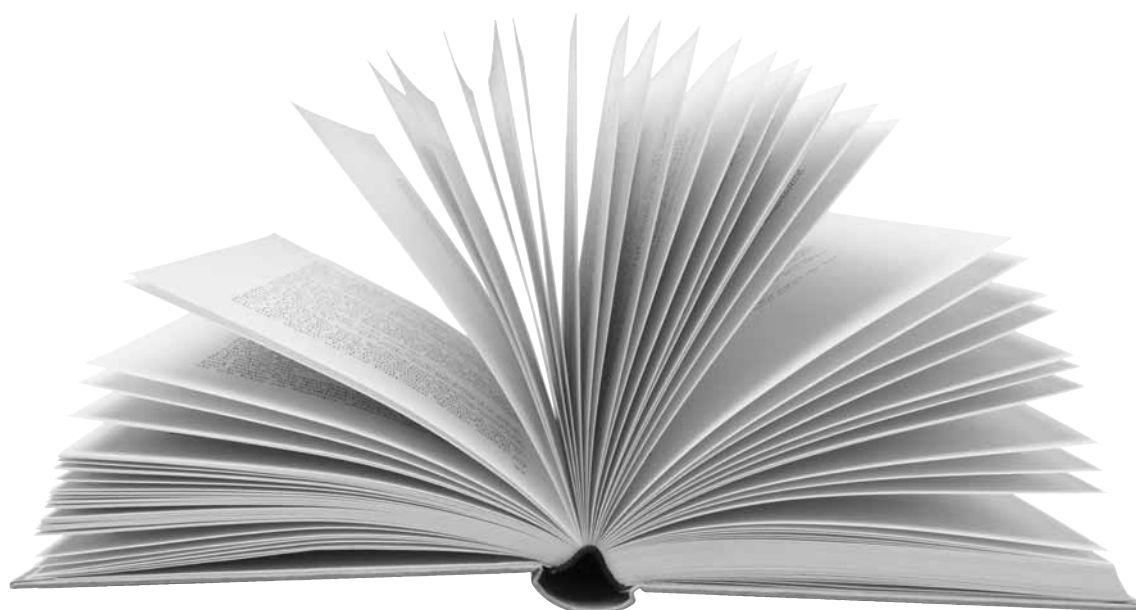
Queries about despatch of materials:	Registration and Learning Resources Office Tel: +44 (0)20 7862 8322 Fax: +44 (0)20 7862 8329 Email: enrolments@london.ac.uk
Queries about requests for transcripts:	Transcripts Office Tel: +44 (0) 20 7862 8549 Fax: +44 (0) 20 7862 8300 Email: transcripts@london.ac.uk Website: www.londoninternational.ac.uk/transcripts
Queries about degree and diploma certificates:	Diploma Production Office Tel: +44 (0)20 7862 8301 Fax: +44 (0)20 7862 8287 Email: diploma.enquiries@london.ac.uk
Applications for special examination arrangements, or if you need your study materials to be provided in a particular format:	Special Needs Coordinator Corporate Performance and Quality Tel: +44 (0)20 7664 4824 Email: specialneeds@london.ac.uk
Should you be concerned that an administrative error may have been made in the calculation of your examination results:	Administrative recheck of results Corporate Performance and Quality Email: uolia.recheck@london.ac.uk Website: www.londoninternational.ac.uk/exams/admin_recheck
To notify us that you have changed your name or address, or to request a certificate of registration:	Registration and Learning Resources Office Tel: +44 (0)20 7862 8322 Fax: +44 (0)20 7862 8329 Email: enrolments@london.ac.uk
Queries about transfer of registration to another degree or diploma in the International Programmes:	Registration and Learning Resources Office Tel: +44 (0)20 7862 8322 Fax: +44 (0)20 7862 8329 Email: enrolments@london.ac.uk

Queries arising from your studies that are not directly academic and are not concerned with admissions, accreditation of prior learning or examinations:	Programme Enquiries The Information Centre Tel: +44 (0)20 7862 8361/8397 Fax: +44 (0)20 7862 8358 Email: programme.enquiries@london.ac.uk
Queries about accreditation of prior learning:	Undergraduate Admissions Office Tel: +44 (0)20 7862 8045 Email: admissions@london.ac.uk
Queries about examinations:	Student Assessment Office (CIS and CC) Tel: +44 (0)20 7862 8353 Fax: +44 (0)20 7862 8349 Email: external.exams@london.ac.uk
General queries about coursework: Academic queries about coursework:	Email: compcoursework@london.ac.uk Email: international.computing@gold.ac.uk
Queries about fees:	Fees Office Fax: +44 (0)20 7862 8559 Email: ipstudents.fees@london.ac.uk
To join the University of London Union (ULU):	Membership Applications University of London Union Malet Street London WC1E 7HY Website: www.ulucol.ac.uk
Queries about the presentation ceremony:	Corporate Affairs, Executive Office Tel: +44 (0)20 7862 8543 Fax: +44 (0)20 7862 8349 Email: uolia.corporateaffairs@london.ac.uk
Queries about the Alumni Association:	Alumni Relations Alumni Office Tel: +44 (0)20 7664 4826 Fax: +44 (0)20 7862 8349 Email: uolia.alumni@london.ac.uk
Technical support for the Student Portal and/or VLE:	Email: uolia.support@london.ac.uk

Dates to note

On the following pages we list dates and deadlines that are important and require your action in the year ahead.

Coursework/Project deadlines for all students	
15 January	Dip, BSc levels 1 and 2
15 January	Preliminary report for CO3320 Project
15 February	Dip, BSc levels 1 and 2
15 March	Dip, BSc levels 1, 2 and 3 (except CO3320 Project)
8 April	Dip, BSc levels 1, 2 and 3 (except CO3320 Project)
15 May	Final report for CO3320 Project



Dates to note	Things to do in the year ahead
At the time of initial or continuing registration	Contact the Student Assessment Office for an examination entry form. Examination entry forms are available at www.londoninternational.ac.uk/exam/register or on the relevant VLE. Alternatively, you can contact the Student Assessment Office (see Contacts pages) for a form. Apply early – we stop sending out entry forms from the 25th January.
Overseas authority closing date	Make sure you complete and send both copies of the form and the fee to your Examination Centre (see www.londoninternational.ac.uk/exams to find your nearest Examination Centre) before the closing date. Do not send your forms direct to us.
1 February	All entry forms from Examination Centres must be received no later than this date. Entries received after 1 February will only be accepted at the discretion of the University and only in exceptional circumstances.
20 March	Diploma only – your institution must submit to us confirmation of your satisfactory attendance record by this date.
10 days before the examinations start	Contact your Examination Centre if you have not received an admissions notice by this date. Do not contact the University if sitting at a Centre overseas.
Beginning of May	Examinations normally start. Note that the University cannot take religious and/or public holidays into account when setting the examination dates.
Three weeks after the last examination	The last date we will accept information about, and corroboration of, any medical condition or other mitigating circumstance that may have affected your examination performance.
September	The results of the examinations will usually be released during this month and will be sent directly to the Examination Centres, which are responsible for forwarding them to candidates. If you have a query about results, contact your Examination Centre.

Programme structures

Structure of the degree (CIS or CC)

A moderate level of mathematical ability¹ is required for entry to the degrees (not least because considerable analytical abilities are needed), but no prior computing knowledge is assumed.

The degrees are modular in structure, consisting of full and half courses. Overall, you will take courses to a value of 12 full courses. The courses are divided into three levels, according to the depth and difficulty of the material. The courses at Level 1 are introductory and the most elementary, while those at Level 2 cover important core aspects of the subject. Each of these two levels consists of four full courses all of which are compulsory.

At Level 3 there is a full course Project (CO3320) that must be passed for you to be awarded the degree with honours. Apart from this, there is an opportunity to select options that best fit your academic preferences and career requirements. In CC three half-courses are compulsory and three others are chosen from the list of options. In CIS, six half-courses are chosen from those available. The subjects range from technical and mathematical, through to strongly business and media oriented topics.

Structure of the Work Experience Entry Route

The Work Experience Entry Route to the BSc consists of two courses from Level 1. For CIS, these are **Information systems: foundations of e-business (CO1108)** and **Introduction to Java and object-oriented programming (CO1109)**. For CC, these are **Introduction to java and object-oriented programming (CO1109)** and **Creative**

computing (CO1112). If you successfully complete these courses, you will be permitted to apply to register for the BSc. Note that you must complete the other Level 1 courses as part of the degree.

Structure of the Diploma (CIS or CC)

The Diplomas comprise the same four courses as Level 1 of the BSc degree plus the additional courses **Mathematics for business (CO0001)** and **Study skills in English**. The standard of examination for the Diplomas is the same as that required for the degree, except for **CO0001** which is a foundation level subject. The **Study skills in English** course, which must be taken in your first year of study, is not examined by the University, but your institution must tell us that you have completed it satisfactorily before you can be awarded the diploma.

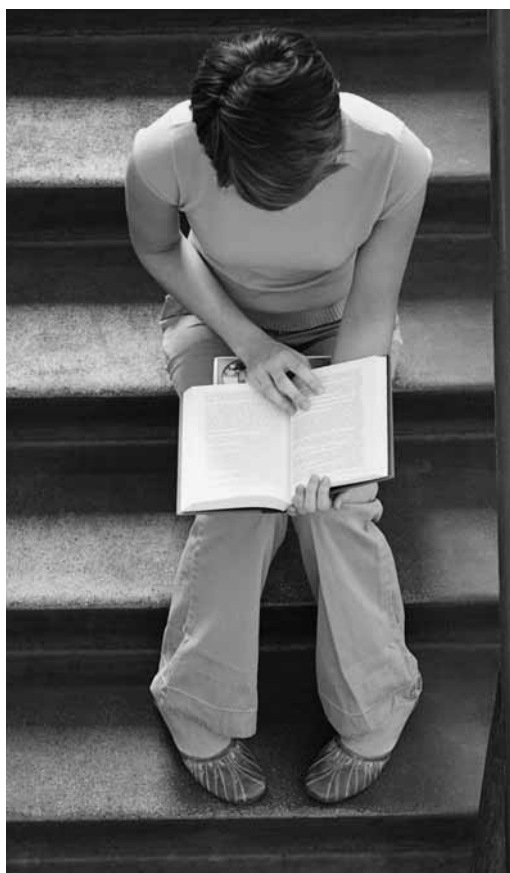
A maximum of four courses may be taken in each year, and so the Diplomas may be completed in a minimum of two years (or one year if accreditation of prior learning has been awarded for **Mathematics for business (CO0001)** and you meet the specific entry and completion requirements).

If you successfully complete the Diploma in CIS or CC, you will have satisfied the entrance requirements for the BSc in CIS or the BSc in CC for International Programmes students and, if you decide to proceed to the BSc, you will be credited with the four Level 1 courses of the degree.

Applications for **accreditation of prior learning** for courses on the BSc or Diploma in CIS or CC may be accepted. Please refer to p.44 for more information.

¹ A student accepted on to one of the degrees with an 'O' level in a mathematical subject at grades A or B may, however, wish to supplement their maths skills by referring to the **Mathematics for business (CO0001)** subject guide, which can be found online through the VLE. **Mathematics for business** is not a prerequisite course but you are strongly encouraged to engage with the course materials.

Learning resources



As a registered student for the BSc or Diploma in CIS or CC, you will receive the following materials in addition to this *handbook*:

- a subject guide for each course to be studied
- CD-ROMs for some courses
- an Extended booklist
- assignment booklets
- past examination papers and *Examiners' reports*
- a copy of the book *Studying for a Degree in the Humanities and Social Sciences* by P. Dunleavy
- a unique username and password for the Portal which contains a VLE (Virtual Learning Environment).

The Programme Specification and Regulations (PSR)

The PSR contain the rules that govern the degrees and diplomas, and they are reviewed and published online each year. They give definitive information about the structure of the programmes, accreditation of prior learning, fees, examinations and the marking scheme; they tell you about what you are expected to do and what you are permitted to do.

Even though your independent teaching institution, if you attend one, may guide you through the important points you need to know, and may often act on your behalf, you should not ignore the PSR. Read the PSR and make sure that you understand your responsibilities; for example, when entering for an examination.

Remember that changes may be made to the PSR each year, so it is important to read the new version when it becomes available.

The subject guides

The subject guide that you receive for each course you study is written to help you to develop your knowledge of the subject. Most of the subject guides are based on lectures for the same material given in courses for students studying at Goldsmiths. Each year you will be sent subject guides for any new courses you will be studying and/or any revised editions of guides previously provided. Your subject guides will also be available for you on the Computing VLE.

Although each subject guide may give a fairly full account of the course

concerned, you should realise that, like your counterparts at Goldsmiths, you will be expected to consult textbooks and other materials as well. These will provide additional explanations, more worked examples and exercises, and sometimes an alternative approach that you might find easier to understand.

For some courses, the subject guide depends heavily on a specific textbook. The subject guide may only outline the topics and give references to specific book sections in each case. In some cases, the subject guide may give detailed explanation on some topics only, particularly where the guide author considers that the textbook, although otherwise excellent, may be weak in that area. In any case you should read the course outline, subject guide and textbook together with special care, to make sure you gain a balanced view of the content of the course. Where a subject guide relies heavily on a specific text, it is essential that you have access to this book in order to be successful in studying the course.

Most subject guides contain exercises or assignments for you to try. They also contain subject-specific advice on studying the course successfully, and sample examination papers. These will give a guide to the depth and difficulty of the questions that you will be expected to answer in the examinations.

Each subject guide will be updated regularly in the light of feedback from students, institutions and colleagues, and as technical information changes in this rapidly-developing subject.

CD-ROMs

There will be CD-ROMs to accompany certain subject guides and these may contain:

- the subject guide in HTML and PDF form, enabling searching, navigating, annotating and printing out discrete sections
- additional exercises on which the computer feeds back on your progress
- audio and animated graphics material to provide additional support on key concepts
- a hyperlinked glossary of key terms.

To enable viewing of the exercise files and other site functionality, the following browser plugins and properties may be required:

- Acrobat Reader 5
- Flash MX plugin
- Shockwave 8 plugin
- Javascript-enabled
- Java-enabled.

The Extended booklist and textbooks

In addition to the textbooks listed in the subject guides, an Extended booklist will be published online. Advice about how to use this booklist in relation to the reading given in the subject guide is given within the Extended booklist itself.

However, it is worth emphasising that it is expected that you will gain ready access to the 'Essential' texts. You are advised to obtain your own copy of each.

As well as the essential texts, the Extended booklist contains a longer list of subsidiary, or 'Recommended', texts for each course. The purpose of this list is to provide other views of a subject and to enable you to reach a broader understanding of it. It is worth mentioning that you should try not to limit your reading to the bare minimum. This will leave you with too narrow a view of the topic and make it difficult to deal with variations in coursework and examinations. An important aspect of degree study is to gain breadth and flexibility.

As books for subsidiary reading may be numerous and expensive, it is not expected that you buy your own copies, unless you find one of lasting value. However, if you attend a recognised institution, your institution should also hold copies of a number of the books on the subsidiary list (although not necessarily all), and may have other relevant texts not mentioned in the booklists but nonetheless valuable. You may also find some of the books in local libraries.

If you attend an independent teaching institution, you may find that it has made arrangements itself to sell or, with a local bookshop, to stock the core textbooks and possibly some of the supplementary books as well. If the costs are too high, consider joining together with another student to purchase books to share between you.

For some courses, there may be suitable textbooks available locally at a lower price than imported ones. These books may be quite adequate for the course but have not been recommended simply because the authors of the subject guides, who

compile the bibliographies in London, are not aware of them. If you attend an independent teaching institution, your lecturers should know of any locally-available books in their subjects and should be able to advise you.

Examiners' reports, past years' examination papers and examination preparation

Examination papers and *Examiners' reports* from previous years are posted online at:

www.londoninternational.ac.uk/current_students/programme_resources/cis/exam_papers_2010.shtml

The list is updated annually, towards the end of the year.

Used sensibly, past examination papers can be very helpful in preparing you for the examinations. Familiarise yourself with the format of the most recent paper for each course that you are taking. Notice carefully how many questions you are expected to answer and whether or not you have a choice. However, you should note that the format of examinations may change from time to time.

You should take careful note of the marks assigned for each section of a question. These give clear guidance on the proportion of effort and time you should assign to your answers for each section (although that does not take account of you understanding some topics better than others). For example, if in a question worth 25 marks you write for half an hour on a section worth five marks and for only two minutes on the rest that is worth 20

marks, it may well be that you have not spent your time most effectively, and you may have misunderstood the question.

A methodical approach in the examination will help here. For each question, take time to plan your answer in relation to the marks assigned for a section. If a lot of marks are assigned for a part that seems to have a short answer, reflect carefully in case the question may be asking for more than you first thought.

Some answers will be required in an essay form. Practice will help all students and may be particularly helpful to those with a mathematical or technical background or those with little experience of writing essays. Get into the habit of structuring your answer first, as in top-down design for a computer program. Make sure you have a clear introduction and conclusion, and that your main points are coherently and consistently expressed. As with a computer program, good structure is important to ensure accuracy and comprehensibility.

In particular, avoid the temptation to rush into starting an answer with the first thing that comes into your head, or to write down everything you know on the subject, even if it is not closely related to the question. Doing this will show a lack of comprehension and communication ability and you will not get good marks; even if there is some relevant information, it will lose value when buried in a mass of irrelevance. Instead, take time to jot down a few notes, to group essential ideas. This may be done on a page of the answer book and then crossed through after you have written your proper essay answer. You will certainly not lose marks that way and the

Examiner may give credit for the evidence that you have taken a structured approach to the question.

Although trying a selection of questions from past examination papers will help to build your confidence and give you practice in examination technique, you would be very ill-advised to spend all your revision time in this way. The questions that come up on the paper that you sit will be different from the ones that came up in previous years. You should therefore make sure that you have a very thorough knowledge of each topic in the course outline and subject guide before you spend too much time on past papers. It is a good idea, too, to keep one recent paper (or the sample paper in the subject guide) aside, to do as a timed 'mock' examination when you have finished your revision. Working on papers to time is a valuable discipline. Even doing this with individual questions can be helpful. For example, if you are to answer six questions in a three-hour paper, practising half-hour answers will be useful. This will also help avoid the problem, common in examinations (and related to that of spreading effort within an individual question), of spending most of the time on a minority of the questions which you best understand. Remember that if you only answer three out of six questions (say) then you cannot get more than 50 per cent on the paper, however good your answers. It is often relatively easy to get most of the marks for a question in a fairly short time – trying to achieve perfection may take much longer and give little additional benefit.

The major purpose of the *Examiners' reports* is to give feedback on how well the

candidates performed overall in previous years, and they also pinpoint some common errors and areas of weakness.

For example, if a report discusses a common misunderstanding about a question, read the question carefully to see that you understand what is really required. The reports can be consulted after you try a question as a 'mock'. If your answer shows a fault that is mentioned as common, it is worth revising the topic more carefully and discussing it with your local tutor, if you have one.

Additional online study support

All CIS and CC students are required to have access to the internet on a weekly basis. Internet access will be required for a number of purposes, including access to a central CIS and CC web page for information:

[www.londoninternational.ac.uk/
current_students/programme_resources/
computing/index.shtml](http://www.londoninternational.ac.uk/current_students/programme_resources/computing/index.shtml)

One important area is the News section, which you must check at least once a week. Information includes any change to reading (e.g. because a textbook edition has been replaced) and changes to assignments (e.g. if a web page used for an assignment ceases to exist, replacement directions will be given).

As a back-up, the printed materials provided to you are now available online through the Portal. These include the CIS and CC booklists, the CIS and CC *handbook*, and the course subject guides of the Diploma, the BSc and for the Project **(CO3320)**.

The Student Portal

The address of the Portal is:

<http://my.londonexternal.ac.uk>

The Portal is a website that gives you access to online resources that are relevant to you and your programme of study. All you need is the one username and password to access all these resources.

You will be sent your Portal username and password with your study materials. We recommend that you log in as soon as you can.

Once you are logged in you will be able to access:

- your VLE
- your Online Library resources
- your student email account
- your user details
- other useful information.

If you have not received your username and password or require further assistance logging in, please see our FAQs:

[http://www.londoninternational.ac.uk/
current_students/portal/help/loginhelp.
shtml](http://www.londoninternational.ac.uk/current_students/portal/help/loginhelp.shtml)

(This link can also be found at the bottom of the login page.)

Computing VLE

The Computing VLE (sometimes referred to as 'Moodle') has been designed to provide you with round the clock access to important online electronic resources such as subject guides, assignment booklets, past examination papers, *Examiners' reports*, this *handbook*, Regulations and links to the Online Library. For some CIS and CC subjects, you will be expected to upload your assignments electronically through the VLE. Information about which courses this affects will be found on the VLE and on the news page of the Computing and Information Systems and Creative Computing web pages:

www.londoninternational.ac.uk/current_students/programme_resources/cis/news/index.shtml

The Computing VLE provides a platform where CIS and CC students can interact with each other through discussion forums and messaging. You can chat online with other students, either about particular courses (each course has its own discussion forum) or more generally in the social forums.

Online Library

An Online Library has been developed for International Programmes students. There is an individual homepage for each qualification within the University of London International Programmes. You can access the Online Library homepage for your programme at:

www.external.shl.lon.ac.uk/index.php?id=cis

To access the Online Library from inside the Portal click on the 'Online Library' tab.

Online Library Tour

To help you to find your way around the Online Library it will be useful for you to take the Online Library Tour:

www.external.shl.lon.ac.uk/help/tour.php

The tour should only take you five minutes to complete but will save you a lot of time in the future.

Summon

Summon is the new Online Library Google-like search engine that provides fast, relevancy-ranked results through a single search box. Use Summon to find the full text of journal articles by typing the article title into the Summon search box. To find out more about Summon go here:

www.external.shl.lon.ac.uk/summon/about.php

If you are interested in a particular journal use the Full Text Electronic Journal List:

<http://zk6qc5fe9p.search.serialssolutions.com/>

Databases and electronic journals

The Online Library provides access to a range of databases, many of which contain full-text electronic journals and E-books. You can browse or search the full list of the Online Library's databases from the databases page:

www.external.shl.london.ac.uk/res/databases.php?id=cis

Here are some of the major databases that the Online Library provides:

- **ABI Inform** – nearly 4,000 full-text journals across business, management, economics and related subjects, from 1987 onwards. Includes abstracts from earlier material.
- **Academic Search Complete** – updated daily, Academic Search Complete is a multi-disciplinary database with full text coverage of 7,900 periodicals, including more than 6,800 peer-reviewed journals.
- **ACM Digital Library** – one of the most important information resources in computer science covering every major area of computing, including areas such as computer security, computer graphics, and information retrieval. This database contains over 2 million full-text articles published by ACM and affiliated organisations, periodicals and proceedings since 1985, as well as bibliographic information, abstracts, and the flagship journal 'Communications of the ACM'.
- **Business Source Premier** – the industry's most popular business research database, features the full text for more than 2,200 journals. Full-text is provided back to 1965, and searchable cited references back to 1998.
- **Dawson's E-book Collection** – the Online Library has purchased several core text books in electronic format, and the collection is constantly growing.
- **Science Direct** – full-text access to over 220 journals across a range of subject areas including science, health, business and management, and social sciences. Abstracts for over 2,500

journals can be searched but full-text access is limited to titles that have been selected and paid for by the Online Library.

- **Web of Knowledge** – ISI Web of Knowledge delivers easy access to high-quality scholarly information in the sciences, social sciences, and arts and humanities. This Includes free access to My EndNote Web reference management.

The Online Library Team has developed introductory or **Quick Start Guides** for each of the databases to help you learn to use them effectively:

www.external.shl.london.ac.uk/pdf

Passwords for accessing the Online Library

Together with your study materials, you will receive a letter with your Portal username and password. With this same username and password, you will be able to access most e-journals and library databases. This means that you only need one password for the Portal, VLE and for most Online Library databases.

To access the Online Library, log in to the Portal, and then select the 'Library' tab. A new window will take you to the Online Library gateway. The 'Databases' link will take you to a list of databases relevant to your programme. There is a login guide next to each database link to help you with the login procedure. You will find further information about accessing the Online Library databases at:

www.external.shl.lon.ac.uk/help/databases

Some journals will also require you to have an Athens username and password. For an Athens account request, please go to:

<http://www.external.shl.lon.ac.uk/res/request.php>

Your personal Athens account will be renewed by the Online Library team in December each year while you are a registered International Programmes student.

Support for using the Library

You can send your enquiries by email to the generic University support email:

uolia.support@london.ac.uk

and a specialist librarian will get back to you within two working days. Enquiries can also be sent by filling in a web form found at:

www.external.shl.london.ac.uk/help/enquiries/index.php

or by telephone:

+44 (0)20 7862 8478.

The Online Library Team will be available between 09.00 and 17.00 (GMT) Monday to Friday. Email replies from the Online Library Enquiries Service are sometimes interpreted as junk mail (spam) by filters. This means you might miss our reply to you, particularly if you are using Hotmail or AOL. To avoid frustration, if you are using a junk mail filter, please set it to allow email from:

uolia.support@london.ac.uk

The Help Desk

Although the Online Library Team will aim to answer your enquiry within two working days, you may be able to find the information you need instantly at the Online Library Help Desk:

www.external.shl.london.ac.uk/help/

Feedback or suggestions?

If you would like to suggest a resource or have any ideas as to how the Online Library can be improved, please let the Online Library Team know:

www.external.shl.london.ac.uk/contact/



Internet access and computer requirements

In order to take advantage of the benefits of the Portal, as well as to keep up to date with the news and information about Computing programmes, all Computing students are required to ensure they have access to a computer with an internet connection. The specifications that we recommend are listed below. As well as improving access to information and study resources, the website and VLE can also help you feel part of the Computing student community.

Computer requirements

To use the Portal and the online resources it provides, you will need:

- A computer with internet access
- A web browser – Internet Explorer **6.0** or later, or Firefox **2.0** or later
- Javascript enabled
- Cookies enabled
- Adobe Acrobat Reader (to download study resources and help material).

As with all websites, the higher the bandwidth of your internet connection, the smoother your experience of the Portal will be.

Support

If you require any help accessing your Portal/VLE, please go to:

http://www.londoninternational.ac.uk/current_students/portal/help/loginhelp.shtml

For any other queries, please go to:

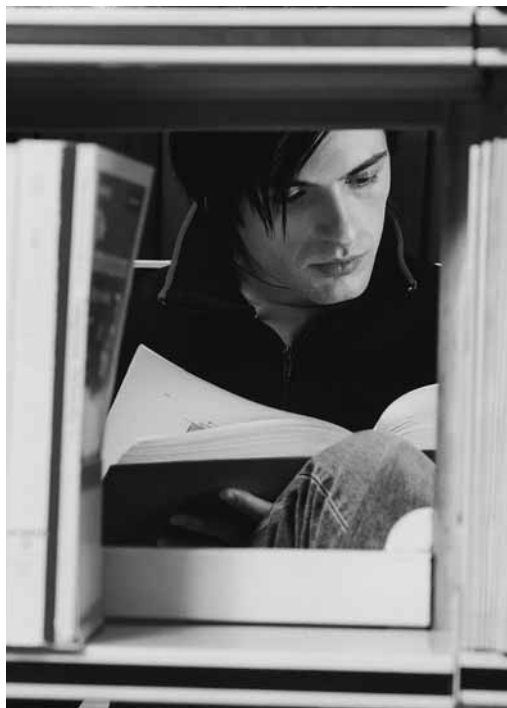
http://www.londoninternational.ac.uk/current_students/portal/help/contact_support.shtml

Alternatively, you may email us at:

uolia.support@london.ac.uk

We will try to respond to your query within two working days; however, this may be longer during busy periods and holidays.

Study options and requirements



Please read this information in conjunction with the information on institutions in the General section.

Studying for the Diploma

If you are a Diploma student, you are required to attend an independent teaching institution which has been recognised to teach the Diploma by the University of London International Programmes and Goldsmiths. Recognised institutions (known as either Registered or Affiliate Centres) which teach the Diploma are listed in the current Diploma Regulations.

Some institutions administer the entrance process for the Diploma in CIS or CC, overseen by the Programme Director, and manage the admission of International Programmes students. Although the admissions process is handled entirely by the institution, students are still registered with the University of London and are awarded a University of London award.

You may, if you wish, change to another recognised institution during the course of your studies, provided this is acceptable to the institution to which you wish to transfer.

Study options for the degree

If you are a BSc student (including those on the Work Experience Entry Route), you may choose either to study at an independent teaching institution, or independently (i.e. on your own without the support of an institution).

Choosing how to study for the BSc

We would strongly advise you to seek, if possible, tuition at one of the institutions that are currently recognised, or at another reputable institution.

The reasons for this are as follows.

- Good tuition may increase your chances of passing the examinations and obtaining good marks and a better class of degree. This means that you may complete the degree in less time (thereby also paying less in fees to the University) and improve your prospects of entering employment or further study.
- The degree has hardware and software requirements that a recognised institution will have, saving you expenditure (see 'Computing resource requirements'). A good example is at Level 2, when access to a local area network is very beneficial.

If you study at an institution which is not recognised by the University of London International Programmes, be sure to satisfy yourself as to the quality of the facilities and teaching before committing yourself (see 'What to look for in an institution' below).

It is possible that you have chosen to study alone for the BSc. It is a more challenging mode of study but many students obtain a good class of degree this way. You will need to compensate for the loss of benefits of formal instruction and a community of fellow students with whom to discuss the subject matter. You will need

to buy all computing and reading materials yourself. You will also be expected to manage all aspects of your assignments and the Project yourself. You are therefore advised to make the best possible use of the advice and help contained in the relevant study materials provided by the University.

If you choose to study independently, we would encourage you to use the Portal to gain (and give) support to other students. Through the Portal, you might be able to find other students who live nearby, with whom you could work in a small group. In addition, you could consider trying to find a private tutor to help you with your studies. Even if you are able to find this kind of additional support, to succeed as an independent student you will need to be a strongly motivated self-starter, well-organised, focused and determined.

What to look for in an independent teaching institution

All institutions which are currently Registered or Affiliate Centres have satisfied the University that they meet certain minimum quality standards.

Institutions which teach for the BSc informally, however, have not been evaluated by the University, and therefore we cannot comment on their teaching or the service they provide. You will need to decide for yourself whether such an institution can provide you with the appropriate teaching and facilities to help you with your studies.

Here is a checklist which you might like to use to help you decide whether an institution is worth trying.

- Obtain the prospectus of all teaching institutions that are offering tuition and compare their services. Does the institution just repeat information from our prospectus or does it concentrate on giving you details of its own services and facilities?
- Is it a properly registered college or institute, and how long has it been established?
- Has it got a 'track record' of successful results in University of London or other examinations?
- Visit the institution if you can and ask to see their teaching rooms and computer facilities.
- **Lecture rooms:** these should be comfortable and allow for different kinds of activity (e.g. lectures, seminars with a smaller numbers of students, etc.).
- **Private study:** there should be facilities for private study and informal discussion between students.
- **Computing provision:**
PCs: how many hours' access per week will you have? You will need to have a guaranteed minimum of three hours per week (exclusive, i.e. not shared, access to a PC), per subject. For the practical work involved in assignments, you may need additional time. For at least two of these three hours, there must be a member of staff qualified in the relevant subject present in the laboratory to give you help if you need it.

Are the times when you can have access to a PC convenient for you?

Network: this should always be available when the PCs are in use, with security for student files. You should also be able to have access to the internet.

Software: is there suitable network software?

Internet access is compulsory. You need at least 30 minutes' access per week.

- **Library:** take a look at the library. There should be substantial provision of up-to-date books across the subject areas; ask if the institution has bought (or intends to buy) the books recommended by the University in the subject guides and *handbook*. Can you easily access the library catalogue? Is specialist librarian help readily available? Are the opening hours convenient for you? Can you borrow books or are they for reference only? Is there space for individual, quiet study?
- **Teaching staff:** ask for details of teaching staff (if this is not already in the institution prospectus). A high proportion, if not all, should have a higher degree (MSc or better) in a Computing or related subject.

- Ask if the institution offers teaching support outside regular lectures and practical sessions. Such support may include a system for regular feedback to students on their academic progress; small group tutorials; some access to individual staff for discussion of academic difficulties; a feedback system for students to give views on course delivery quality.
- Try to talk to students who are already enrolled at the institution and get their opinions.
- Check out how you are expected to pay fees – in instalments or one payment; what is the refund policy; what do you get for your money?

Directory of independent teaching institutions

For a full and up to date directory of independent teaching institutions that have been recognised by the International Programmes please visit:

[www.londoninternational.ac.uk/
onlineSearch/institutions/index](http://www.londoninternational.ac.uk/onlineSearch/institutions/index)

Please remember that enrolment with an institution is not the same as registration as an International Programmes student with the University of London. In particular, we advise you to wait for confirmation from the University that you are eligible for your chosen programme before enrolling at an institution and paying tuition fees.

To avoid disputes and misunderstandings about financial matters, you should make sure before you enrol that you understand the full extent of your commitment to the institution, especially if you have to withdraw during a course.



Computing resource requirements



Whether studying on your own or at an institution, you will need access to the following equipment and software.

PCs

Computing and Information Systems

For the BSc in Computing and Information Systems the recommended minimum configuration is as follows:

Processor	3GHz
Memory (RAM)	128/512 MB
Hard drive	30 GB
Free hard disk space	200 MB
Screen resolution	1024 x 768 colour
CD/DVD-ROM	CD-ROM

Sound card and speakers are also recommended for playing CD-ROMs.

For Level 2, access to a suitable network is very important for full learning benefit. If you do not have such access, it will not be impossible for you to complete the degree, but you would not have the same study experience as a student with this access.

The highest level of access you will require for effective study will be as a (temporary) network manager so that you can experiment with configuration. In particular, lack of appropriate network access will affect your ability to study for the course **Data communications and enterprise networking (CO2222)** in the most effective way possible.

Note: Other machines, apart from those that are PC-compatible, are acceptable provided they run equivalent software.

Creative Computing

The recommended minimum configuration is as follows:

Processor	3GHz
Hard drive	36.4GB – standard
Free hard disk space	200 MB
Screen resolution	1024 x 768 colour
Networking	Network adapter – Ethernet, Fast Ethernet, Gigabit Ethernet
RAM	2GB
Graphics controller	128MB
Audio output	Soundcard – stereo
Cache memory	512KB L2 cache
Optical storage	CD-ROM/CD-RW

Recommended software:

- Processing (freely downloadable from www.processing.org)
- Octave (freely downloadable from www.gnu.org/software/octave/)
- Photoshop Elements 2.0 (or better)
- 3D StudioMax
- PureData (freely downloadable from <http://puredata.info/>)

Software

You are advised to make use of common operating systems and software, as follows:

- Windows™ or Linux or Macintosh.
- Mozilla Firefox or Internet Explorer.
- Word processor, spreadsheet and database. No systems are recommended specifically, but under Windows™, an integrated package such as Microsoft Office is sufficient, while under Linux, OpenOffice is adequate.
- A Java resource, for example Java Development Kit, free from:

www.java.sun.com

- To enable viewing of the CD-ROM exercise files and other site functionality, Acrobat Reader 5, Flash MX plug-in, Shockwave 8 plug-in, JavaScript-enabled, Java-enabled may be required.
- Linux is recommended (e.g. Ubuntu Linux, free to download or request a CD from www.ubuntu.com).
- For Level 3, additional software is required for some courses. This information is given under the course outlines concerned in the Regulations.

Internet access

Every BSc student must have access to the internet on a weekly basis. A minimum of 30 minutes' access per week is necessary. Internet access will be required for a number of purposes, including access to a central Computing web page for information:

www.londonexternal.ac.uk/current_students/comp

Please also see p.21 for PC requirements for the Student Portal.

Institutional provision

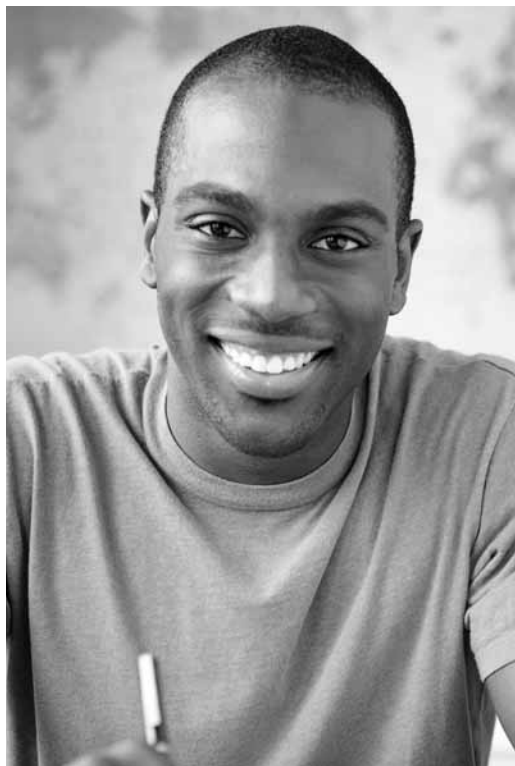
If you are either a Diploma student or a BSc student enrolled at a recognised institution you can expect your institution to provide the equipment you will need for your studies.

In addition, you should find that you are guaranteed a minimum of three hours per week per course exclusive (not shared) access to a machine. For at least two of these hours per week per course of laboratory work, there must be someone qualified in the relevant course present in the laboratory to assist you. (Additional time may be required for the practical work involved in assignments.)

Recognised institutions must also provide BSc students with a secure network.

Recognised institutions will provide some internet access for students. Institutions teaching for the degree on an informal basis may provide internet access as part of their facilities. If you are studying alone or at an institution that does not provide the required level of internet access, you need to arrange your own access to the internet.

Effective study



Planning your time

To be able to gain the most benefit from the programme, and hence to do well in the examinations, it is likely that you will have to spend at least 250 hours studying for each full course, although you are likely to benefit from spending up to twice this time.

If you are attending a recognised institution, you will receive teaching at a similar level to that for students at Goldsmiths. This means that you will spend about 90 hours for each full course in 'class contact time', which will be made up of lectures, tutorials and instructed practical sessions. The proportion of each of these will depend on the subject. The extra time will then be spent on working through your lecture notes and subject guide, on consulting textbooks and, very importantly, on working through the exercises that your local tutor advises.

Most significantly, when it comes to planning your time, you should remember that, for the majority of courses, you will have to complete assessed assignments set by the University. All this needs a considerable commitment in terms of your time, and it is therefore worth drawing up a timetable for your studies. Decide on set times during the week to allocate to private study for each course that you are taking. You may have to adjust your initial timetable in the light of experience because, for example, one course takes less time than you first estimated while another takes rather more, but try to evolve a study pattern that you can stick to.

Study techniques

There are a few sensible rules for getting the maximum benefit from the time you spend studying and, if applicable, the opportunities afforded by your institution. You will be aware that CIS and CC are examples of subjects in which your learning is sequential; that is, you cannot jump straight into the middle of a topic. You have to start at the beginning and build up your knowledge gradually. This has a number of consequences for the way in which you study, especially at an institution.

- Try very hard to attend all your classes. This advice applies as much to laboratory classes as to lectures and tutorials.
 - If you do have to miss a class, find out what topics were covered and make up the missed work as soon as you possibly can.
 - Do not expect to understand immediately everything that is said during a lecture. As soon as possible after each class, go carefully through your lecture notes with the subject guide and do any exercises that the lecturer has recommended.
 - If, after doing this, there is still something you cannot understand, then take some steps to sort out your difficulty and do not be tempted to shelve it indefinitely. Start by looking up the topic in the textbook recommended in the subject guide. If you do not find the treatment helpful try another textbook from the library.
- Try talking through the difficulty with other students: this may help not only your own understanding, but theirs as well. If you and your fellow students cannot resolve the difficulty between you, then you should approach your lecturer. Your efforts beforehand will pay off then, as your struggles with the problem will better equip you to understand his or her explanations.

Whether studying alone or at an independent teaching institution, there is some practical action you can take to help you understand and recall important elements of the course.

- Try to make a summary of the key points in each subject as you study it. Your summary should include the definitions, principles and any theorems that you will need to know for the examination, and brief notes on any main techniques. The quick way to do this is to use a highlighter pen and mark them in the subject guide, but you may find that writing the notes yourself in your own style helps you to remember them better.

Programming

For all the computing programmes, developing an ability to write programs is an essential part of your degree or diploma. To achieve this, there is no substitute for spending time writing, testing, debugging and improving programs. You should be prepared to devote significant time to doing this, across your entire course of study.

Creative practice

In all three levels of the Creative Computing courses, you will be required to make creative artefacts, to concretise your understanding of some of the concepts that you will come across. You will receive a small booklet on portfolio creation, together with your materials for the Level 2 Creative Computing course, that gives some guidelines on how to develop your ability to make artworks, or creative artefacts, which could include designs, fragments of sound, films, etc.

As with programming, there is no substitute for spending time making artworks. It does not matter if the artworks seem poor to start with; the more you make, the stronger your ability to improve will become.

You should also consider asking others for constructive feedback on your work; ideally others working in the same general area (such as fellow students) but general feedback can be helpful too.

You should also try to incorporate any feedback you get, that you feel is worthwhile, and make the effort to rework the artefact. Feedback that is only read and not acted on is less effective than feedback that makes you go back and change what you have done.

Making the most of your independent teaching institution

There are many advantages to studying at a recognised institution.

- You will have a qualified lecturer to guide your studies in each course, to help you to understand the material,

and to pace you through it so that you cover all the material in time for the examinations. Most importantly, there will be someone on hand to help you when you get stuck and cannot sort the problem out for yourself.

- You will have access to a computer laboratory and the software needed for the courses that have a practical component.
- You will have skilled advice available on using the various software utilities and packages.
- You will have access to your institution's library in which you will find a selection of textbooks and journals to help you in your studies.
- There is also a great advantage in studying with other students. You will benefit from class discussions, and you should be able to find a small group of students to work with in some of your private study time. Not only will you be able to help one another understand the material, but working together makes studying more fun.

While this provides very positive benefits, a note of warning is in order: co-operation does not extend to working together on assessed coursework. This should be your own effort as it counts towards your final result. Shared effort on assignments constitutes plagiarism.

Using the library at your independent teaching institution

A recognised institution is expected to stock a selection of textbooks in addition to the core books. These books have been recommended to provide an alternative treatment of a topic and additional examples and exercises. Some give a more advanced treatment than the core text and are recommended because they put the course into a wider context. Some of these are useful for more than one course. Others give a more detailed treatment of particular topics within the course.

Become familiar with the books available in the library. You may find different books helpful for different topics, so allocate some of your study time for a regular visit to the library. You should be able to borrow a small number of books at once to take away for private study.

Using libraries outside your institution

You may find that the British Council has a section for technical books that are useful for some courses.

A potentially more useful source of books at all levels is the library of a local university. You may find that your institution has been able to negotiate access to such a library for you.

Further information on libraries is given later on in this *handbook*.



Assessment

The following pages are aimed at guiding you through the examination process including submitting coursework and making an examination entry through to receiving your results.

Remember, you do not have to take examinations each year, but if you decide to sit you must submit your examination entry by **1 February** in the year of the examination, and unseen written examinations are usually held in May–June. Any coursework required must be submitted by:

- 15 January Dip, BSc levels 1 and 2
- 15 January Preliminary report for **CO3320 Project Report**
- 15 February Dip, BSc levels 1 and 2
- 15 March Dip, BSc levels 1, 2 and 3 (except **CO3320 Project**)
- 8 April Dip, BSc levels 1, 2 and 3 (except **CO3320 Project**)
- 15 May Final report for **CO3320 Project**

Coursework

As an International Programmes student studying for the BSc or Diploma in CIS or CC, you are currently required to submit a number of pieces of coursework as part of your assessment.

It is important to note that you will generally not receive feedback from the University on coursework. However, if you are studying for the Diploma, you will receive feedback on your standard of work, and the way in which it can be improved, from your institution. If you are studying for the BSc at a recognised institution, the staff there will also provide feedback.

Any other responsible institution will also provide such feedback.

For each full course, a maximum of four assignments will be set, and for each half course (BSc only), a maximum of two assignments will be set. There is no assessed coursework for **Mathematics for computing (CO1102)**.

You are required to submit coursework at times specified in the Regulations for the current year. For BSc students, full details of coursework deadlines and the procedures for submitting coursework to London for marking are given in the **assignment booklets** (one for each Level). Diploma students will receive instructions on submitting their coursework from their institution.

You will only be granted an extension to a coursework deadline in exceptional circumstances. If you are unable to meet the deadline you should write, asking for an extension, to the Student Assessment Office (see Contacts pages). This must be sent as soon as possible, before the deadline, and include your registered name, student number, coursework course code, assignment number and the reason for your request. As a guide, extensions will not be given to requests arising from work commitments, machines breaking down and textbooks not being delivered.

The decision taken by the University will be final and will not be open to appeal.

The Registration and Learning Resources Office acknowledges receipt of coursework. An acknowledgement is sent to each student within three to four weeks of the deadline date. You are

asked to send your coursework by the most reliable means (e.g. courier, special delivery mail). You can then check the receipt of coursework directly with the delivery company. If you have any specific queries regarding delivery please contact the office at:

learningresources@london.ac.uk

All your coursework should be sent as a printed hard copy. Some courses require coursework to be submitted on CD-ROM also (mainly CC courses).

For the **CO3320 Project** it may be relevant to include a CD-ROM or memory stick; please refer to the booklet 'Assignments and how to submit your coursework'.

To achieve a pass in a course where coursework is an element of the formal assessment, you have to satisfy the Examiners in both the unseen written paper and in the coursework. The coursework mark for each course is the aggregate of the marks, divided by the number of assignments set. For this reason, you are strongly recommended to complete all the assignments set in order to have the best chance of passing this element of the examination. In order not to be excluded from the examination you must submit at least one assignment per course. It is also, therefore, essential that you fully understand what is required of you, and that you know the deadlines and procedures to which you must adhere, including signing coursework submission forms.

If you do not submit at least one assignment per course, the entry will be invalid for the course, even if you attend the written examination. You will not receive a mark for the course. The entry will not be considered an attempt and the next entry to the course will not be penalised.

If you do not attend the written examination after handing in coursework for that year, your entry will be **invalid** for the course. You will **not** receive a mark for the course. The entry will **not** be considered an attempt and the next entry to the course will **not** be penalised. Any coursework that you have submitted will not be counted. You will be required to submit the coursework set for the year that you next enter this course.

All coursework is second-marked in London.

Important notice

All BSc students are entirely responsible for submitting their own coursework to London, and for ensuring that their work is received at the University before the deadlines.

Your institution, if you are studying at one, may provide a service whereby it will send your coursework to London on your behalf. Although you may use these services, it will be at your own risk.

Diploma students will submit their coursework to London via their institution, to be received in London by deadlines given in the Diploma Regulations.

Project report (BSc only)

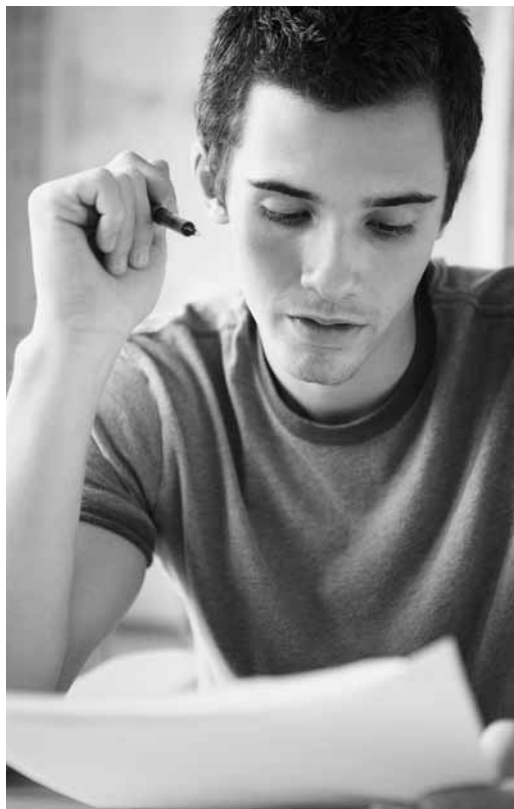
In addition to the coursework, students at Level 3 of the BSc are required to submit a preliminary Project report and a Project report for assessment for course **CO3320**. In addition to these two reports, assessment of the **Project** includes an unseen written paper. All students at Level 3 will receive the **CO3320 Project** subject guide which will explain the Project in more detail, including advice to students who are studying independently. The complete guide is also available online at:

www.londoninternational.ac.uk/current_students/programmeresources/cis/subject_guides/cis320.shtml

If you attend a recognised institution, your institution will advise you about the **Project** and how it fits into your study programme. You can therefore begin reading about how to carry out a **Project** at any time. In general, the better you do in your **Project**, the better your chance of a good degree classification. It is never too early to think about your **Project** and any preliminary reading you do will be a help in deciding on a relevant **Project** and making a good start with it.



Entering examinations



New codes

Note that course/module codes are new from the 2011–2012 academic year and replace any previous year's examination numbers. This change does not affect the syllabus or content of the course/module.

The new code for each course/module is shown next to the course title in Annex A and Annex B of the Programme Specification and Regulations. For a table showing how old examination numbers are replaced by new course/module codes, see the University of London International Programmes website:

www.londoninternational.ac.uk/new_codes

The following pages are aimed at guiding you through the examination process, from making an examination entry through to receiving your results. Remember, you do not have to take examinations each year, but if you decide to sit they are usually held in May–June.

Examination Centres

Maintaining a good relationship between yourself and your Examination Centre is a very important part of the examination process and will ensure the process runs smoothly for you.

Firstly, you should contact one of the approved Examination Centres, listed online:

www.londoninternational.ac.uk/exams

If you do not have access to the internet, please contact the Student Assessment Office (see Contacts pages).

We would advise you to do this in good time as your Examination Centre will need to countersign your examination entry form before you can send it to the University in London. The deadline for the University to receive examination entries is **1 February** for May examinations. Your Examination Centre's local deadline will therefore be before this date, so always make sure you have submitted your examination entry form in time.

The Examination Centre will charge you a fee to cover the costs of accommodation, invigilation and the return of your script(s) to the University by courier. This local fee should be paid direct to the Examination Centre where you sit your examinations and is in addition to the examination entry fee you pay to the University of London.

Examination Centres are all independent institutions responsible for conducting the examinations at a local level. Each Centre will individually set its own local deadline for receiving your examination entry form and will decide what local fee it will charge you to cover the costs of accommodation, invigilation and the return of your script(s) to the University by courier. It is important to note that the University has no influence over the exchange rate or the amount of the fee charged by the Examination Centre. This amount can vary significantly from country to country so please check with your Centre directly. At the examination session, all students will be examined by the same written paper examination, on the same date and at the same time. In certain circumstances however, this may not be possible, so you should always check with the Examination Centre that you have the correct time and location of your examinations.

It is important that your Examination Centre can easily contact you, so always make sure they (as well as the Student Assessment Office in London) have your main current contact address, especially if you change addresses. Always check the details (for example, examination location, time and date) with the Centre directly and if you are unable to attend an examination, please let them know.

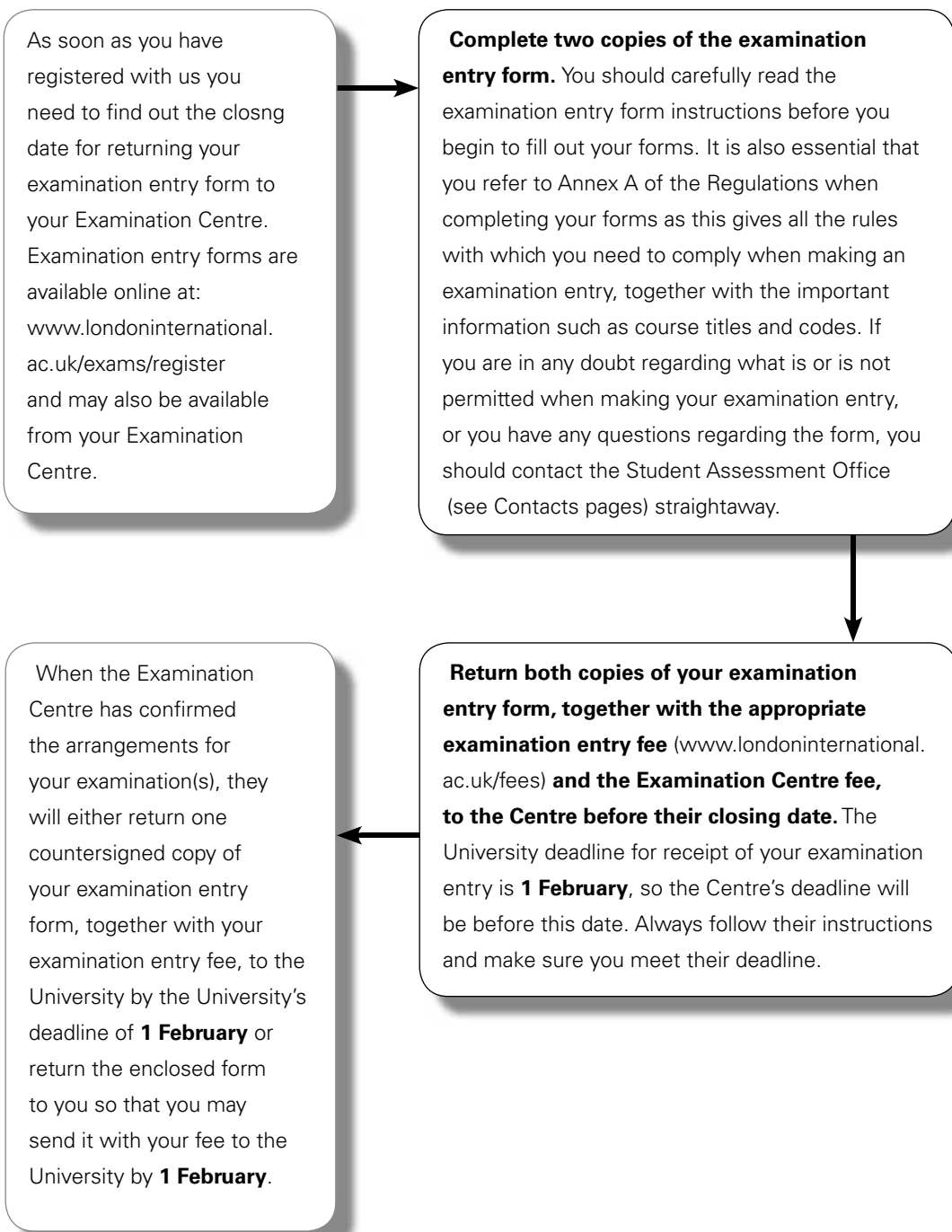
Students who have difficulty in making arrangements to take examinations at any of the listed Examination Centres, or who wish to take examinations in a country not listed, should write to the Student Assessment Office (see Contacts pages). You should note however, that where an established Examination Centre exists, you will be expected to use the facilities provided by that Centre. The University is not able to establish an alternative Examination Centre in an area where one is already established.

HM Forces overseas and HM Ships

If you are serving and want to take examinations where you are based, you should contact the Student Assessment Office in London.

Making an examination entry

The following diagram will guide you through the process for making an examination entry.



Please remember:

The University deadline for receipt of your completed and countersigned examination entry is **1 February**. You must ensure that your entry is submitted in time to be received by this date. In exceptional circumstances, entries received after **1 February** will be accepted only at the discretion of the University.

London entry:

The Student Assessment Office makes the arrangements for London examinations. You should return one copy of the examination entry form with the appropriate entry fee if applicable to the Student Assessment Office by the deadline.



Changing your address

If, after submission of your examination entry form, you change your address, please let us know as soon as possible either by email, the new online updating facility, or using the change of details form at the back of this *handbook*. If you are based overseas, you should also inform your Examination Centre.

Special examination arrangements

You should write to the Special Examination Services department (see Contacts pages) at the same time as you submit your examination entry to confirm any special examination arrangements that you require and to submit any required medical documentation. This will allow us to make the arrangements in good time for your examinations. For full information relating to our Inclusive Practice policy please see the General section of this *handbook*.

The examination timetable

The examination session is held in May–June each year and you should keep this in mind when making plans such as booking holidays. We can only prepare the detailed examination timetable once all examination entry forms have been processed at the University; however, advance timetables for most programmes are available from early January. It must be noted, however, that dates in the advance timetable are subject to change if, for example, we discover an examination clash. For the majority of papers the timetabling of examinations can only be confirmed in the first or second week of April.

Examination Admissions Notice

We will send you an Examination Admissions Notice two weeks before the examination session begins. This Notice provides important information relating to your examinations including the examinations for which you are entered and the dates and times on which you will sit these examinations. If you do not wish to miss the opportunity to sit, it is vital that you make sure that you are able to take the examinations on the dates given on your Admission Notice. No adjustment can be made to the dates on this Notice for any reason.

The Admissions Notice also includes an information sheet explaining examination conduct and the rules for your examination. It is an important document and you should read it carefully when it arrives.

The Admissions Notice must be taken into every examination to provide the invigilators with proof of your identity.

If you are sitting your examinations in the United Kingdom, your Admissions Notice will be sent to you at the contact address we have on our records approximately four weeks before the examination session commences. If you are entered to sit examinations outside the United Kingdom, your Admissions Notice will be sent to your Examination Centre approximately four weeks before the examination period commences. You can either collect the Notice from the Centre or they will forward it to you at your contact address.

If you have not received your Admissions Notice two weeks before the start of your examinations, you must immediately contact the Student Assessment Office (see Contacts pages) if you are sitting in the United Kingdom or Republic of Ireland, or your Examination Centre if you are sitting overseas.

Sitting your examination

If, once you have made an examination entry, you change your mind and decide you are not ready to sit your examination, you will not be penalised academically for doing so. You must be aware, however, that **examination entry fees are not refundable, nor can they be transferred under any circumstances if you decide not to sit. Please keep this in mind when you make your entry to the examination.**

If you are absent from **all** of the examination papers, for whatever reason, you do not need to inform us. However, if you are absent from one or two examination papers only, **you must write to us immediately**, giving the reasons which prevented you from sitting your examinations. If these reasons are of a medical nature, you will also need to enclose a medical report with your letter. Please also inform your Examination Centre.

Plagiarism

The International Programmes employs the use of online plagiarism detection software and your work may be submitted to this online service. The plagiarism detection software will help Examiners identify poor academic practice or potential plagiarism in students' work.

It is most important that you understand what the Examiners mean by plagiarism. Plagiarism is cheating:

- Students who submit, as their own work, a piece of coursework or a Project report which contains any unacknowledged material from books or other sources, are cheating.
- Students who copy the work of fellow students or who reproduce a piece of coursework or Project report completed in previous years are also cheating.

Although you may discuss assignments in groups, you must ensure that your written work is in your own words, without sharing or copying. This is the same for both the coursework and the Project reports.

When you submit your coursework and, for BSc students, your Project, you are required to sign a declaration that:

- you understand what plagiarism is
- the piece of coursework or Project is your own work and you have acknowledged any use of the published or unpublished work of other people.

Any quotation from textbooks or other sources must be clearly indicated as such (by enclosing in quotation marks and inseting) and **the source acknowledged at the point of use**. Even so, you are advised to avoid quoting at length from any published or unpublished source.

You will see from the Regulations that plagiarism will constitute an examination offence. For example, using text from elsewhere (including a subject guide) without demarcation is plagiarism, even if the source is included in a general reference list later. **It is plagiarism because the copied text is not distinguished from the other (student's) work and so is falsely represented as your work.**

Only by a proper demarcation and identification of what has been copied, at the point of use, can plagiarism be avoided and good academic practice maintained.

As a general guide, quoting has no value in itself, beyond comparison or illustration of a point in a discussion. Thus, long quotations should be avoided (even if properly referenced). The Examiners are looking for answers, in your own words,

that show understanding as well as a basic knowledge. Students found to have committed an offence may have the results of their examinations withheld, and may be excluded from all future examinations of the University.

Marking scheme and degree classification

Please refer to the Regulations for full information on the scheme for the award and assessment criteria.

Mitigating circumstances

If you think your examination performance was adversely affected by illness or other adequate cause, either during or directly before the examination session, then you must contact the Student Assessment Office (external.exams@london.ac.uk) straightaway and include a full medical report and/or other supporting documentation. This information must be submitted no more than three weeks after the date of your last examination so that it can be taken into account by the Examiners.

If you have difficulty obtaining your supporting evidence you should still write to the Student Assessment Office within the time specified above, but explain fully the reason why you cannot provide the supporting documentation at that time.

You should also say when you expect to forward this information to the University. The University can only consider your case if you provide us with appropriate supporting evidence.

Receiving your examination results

Results are available initially online and you will be sent an email informing you when they are available. In addition, paper copies will be despatched to your main contact address later. It is important that you ensure your contact address is up to date (see Changing your address section). You should also make sure you inform your Examination Centre of any change of address and contact details.

If you have not received a paper copy of your results by the beginning of September for the May examinations, you should contact the Student Assessment Office (see Contacts pages).

Please can we ask you to be patient and not contact us before that time. We will do all we can to get your examination results to you as quickly as possible.

Administrative recheck of examination results

If, when you receive your notification of result, you are concerned that an administrative error may have been made in the calculation of your result, you should contact Administrative recheck of results (see Contacts pages).

Before making a request against your result it is important for you to be aware that you can only make a representation on administrative grounds. Rechecks cannot be considered on academic grounds, as each script is marked independently by two Examiners and the confirmed result is then determined at an Examination Board meeting. The decision of that Board is final. Therefore, if you make a request

for an administrative recheck, your script will not be re-examined or re-marked by the Examiners. A thorough administrative investigation will, however, be undertaken.

How to submit an administrative recheck request

There is a fee payable for each recheck to cover the administrative cost of the process. This fee is currently £50 for each paper or section that you wish to have checked; for example, if you have taken four papers and you think the results for three of these papers may be incorrect, a fee of £150 is payable. This fee will be refunded in the highly unlikely event that an error is found.

To request an administrative recheck, please go to the International Programmes website and use the online payment service to make and pay for your recheck.

For further information, please go to:

www.londoninternational.ac.uk/exams/admin_recheck

Prizes

University of London Awards for Academic Achievement of £100 each, funded by the International Programmes, may be awarded at the discretion of the Examiners.

Further questions?

If, after reading this *handbook* and the Regulations, you have any queries in connection with your examinations, please contact the Student Assessment Office (see Contacts pages) who will be happy to help.

Requesting your study materials and maintaining your registration

Changes to the continuing registration process

During 2011 we are changing the way in which the continuing registration process works and we are planning to offer online registration for the first time.

How to request your study materials and maintain your registration

When you first registered as an International Programmes student we sent you a package of introductory study materials, including this *handbook*. In each subsequent year of your studies, normally in August/September, we will open the registration period and send you an alert by email to complete the continuing registration process online.

We will only open the continuing registration period once the examination results are available for your programme. This is so that we know which subjects each student will need to study in the following year and can make these available for selection during the online registration process.

Advantages of online registration

Using the new online registration process you will be able to:

- select courses and request your study materials online
- pay online
- complete your registration in one process
- receive confirmation of your registration instantly

- not have to wait for a paper form to be delivered through the post and processed, which should reduce the timeframe from completing your registration to receiving your materials.

If you are unable to complete the registration process online, we can send you a paper registration form and study materials questionnaire to complete and return on request. However, we would encourage you to complete the online process if possible, as this will be the quickest and most efficient way to register. If you do need to register using the paper process please contact the Registration and Learning Resources Office (see Contacts pages) before **1 September** to request that the registration form and study materials questionnaire are sent to you.

It is very important that you register while the registration period is open. If you do not complete the registration process and pay your fee before the end of the registration period, you will be deemed to be 'inactive' and you will not be sent any new materials, or be permitted to enter for examinations. If you do not register in a particular year, your registration status will be updated to 'withdrawn' and you will not be able to access any International Programmes services.

Please make sure, when completing the online registration process that you indicate all the courses that you intend to study, even if you are continuing to study the same courses as in the previous year. This is important as you will only be offered the opportunity to enter examinations for those courses that you

have selected as part of the registration process. In addition, subject guides are often updated and there may be a new edition that we can send you.

For new subjects, or where there has been a major revision to a subject guide, we aim to have the new guide available by **1 September** in the academic year leading up to the first examination. Any guides that are not ready when we send you your study materials will be listed as 'to follow' on your letter and will be sent to you as soon as they are ready.

Delays in receiving your materials

Although a high percentage of study materials are despatched by courier, please always try to allow at least one month between completing your registration and contacting us to ask where your study materials are. This is to allow reasonable time for the processing of your fee and study course selection, the picking and packing of your consignment and finally the delivery of the consignment to you. It is also worth remembering that the processing time can be increased during very busy periods such as September and October, so you may need to make an extra allowance for this.

Queries about your study materials

When you receive your study materials it is important to check the consignment note carefully. If you find that we have sent the wrong materials, or that any of the materials are missing, please contact

the Registration and Learning Resources Office (see Contacts pages) as soon as possible and we will arrange for the correct materials to be sent to you.

In brief:

- **We will send you an email alert when the online registration process for your programme opens.**
- **In order to receive your study materials, access services from the International Programmes and to be eligible to enter for examinations, you must complete the registration process, including payment of fees, before the deadline.**
- **As part of the registration process you must indicate all the courses that you intend to study, even if you are continuing to study the same courses as in the previous year, as you will only be offered the opportunity to enter examinations for those courses that you have selected as part of the registration process.**
- **Please allow one month between completing the registration process and contacting us to ask where your study materials are.**
- **If you need to register using the paper-based process, please contact the Registration and Learning Resources team by 1 September to request the relevant registration forms.**

Accreditation of prior learning

If you are registered for the BSc in CIS or the BSc in CC and you are suitably qualified, you may be able to apply for accreditation of prior learning for up to a total of four full courses at Levels 1 and 2, of which not more than two may be at Level 2. If you are successful you will not need to take these courses as part of your programme of study. There is no accreditation of prior learning for Level 3 courses.

In order to apply for accreditation of prior learning for a certain course you will need to have passed examinations **within the five years** preceding your application which compare in level, content and examination standard with the course concerned. You should consult the Regulations (Section 2), which provide detailed information about accreditation of prior learning, before deciding whether or not to apply. Any qualifications for which accreditation of prior learning is automatically granted are also listed in the Regulations and on the International Programmes website.

If you are registered for the Diploma in CIS or the Diploma in CC, and you have gained a pass in a mathematical subject at 'AS' level or an equivalent examination, you may apply for accreditation of prior learning for **Mathematics for business (CO0001)**. No accreditation of prior learning is awarded for any other subject of the Diploma examination.

For both the BSc and Diploma, formal application must be made for **all** accreditation of prior learning (even that which is 'automatic'), and in each case the necessary documentation must

be supplied. If you wish to apply for accreditation of prior learning now and did not indicate your intention on your application form, you should write to the Undergraduate Admissions Office (see Contacts pages). Applications for accreditation of prior learning cannot be considered after you have applied for entry to the examination for the course for which you are requesting accreditation of prior learning.

Accreditation of prior learning is not permitted for the Work Experience Entry Route.

To apply for accreditation of prior learning you should send a letter of application as soon as possible to the Admissions Office (see Contacts pages), but for undergraduate programmes your application for accreditation of prior learning must be received no later than:

- **17 September**
for applicants/students residing outside the European Union
- **17 October**
for applicants/students residing within the European Union.

You should refer to your Programme Specification and Regulations to find out if you are eligible to apply for accreditation of prior learning and for details of the particular courses for which accreditation of prior learning is possible.

In brief:

- **You will need to satisfy certain criteria to be eligible to apply for accreditation of prior learning. These criteria are given in your Programme Regulations.**
- **Not all programmes offer provision for accreditation of prior learning.**
- **You must make a formal application for all accreditation of prior learning, both automatic and discretionary.**
- **There are deadlines by which applications for accreditation of prior learning must be made.**
- **If you are awarded an accreditation of prior learning you do not then have to take that particular course as part of your programme.**



Transfers



Transfer from the Diploma in Computing and Information Systems or Creative Computing

If you successfully complete the Diploma in CIS or CC and wish to transfer to the corresponding BSc as an International Programmes student, you must complete and return the registration form which will be sent to you with the results of the Diploma examination. This form must be returned to the Student Assessment Office (see Contacts pages) to be received no later than **30 November** in the year in which you are awarded the Diploma.

If you wish to transfer to the degree **before** successfully completing the

Diploma, **and** you satisfy the conditions given in the Programme Specification and Regulations, you must apply in writing to the Registration and Learning Resources Office (see Contacts pages). You will need to submit appropriate documentary evidence of your qualifications in support of your request.

Transferring to another International Programmes undergraduate programme

If you would like to transfer to another undergraduate programme offered through the International Programmes you should check the relevant prospectus available from the Information Centre (see Contacts pages) or our website at:

www.londoninternational.ac.uk

to see if you satisfy the entrance requirements for the programme to which you would like to transfer. If you meet the necessary entrance requirements you may apply to transfer.

Applications to transfer must be made in writing to the Registration and Learning Resources Office (see Contacts pages). When making an application you must give your full name, student number, correspondence address, the programme for which you are currently registered and the programme to which you wish to transfer.

Applications to transfer are considered on an individual basis. If your application is approved, in certain circumstances, you may be awarded credit(s) on the new programme on the basis of your studies on

the old programme. However, the award of credit(s) is also considered individually and remains at the discretion of the University.

If you make an application to transfer after you have made an examination entry on your current programme, your transfer application **will not be considered until after the publication of the result of your examination.**

If your transfer request is approved you will be required to pay any outstanding fees. On transfer to the new programme your registration will be valid for the remaining period of your current registration, unless you are transferring from a degree to a diploma, where the maximum period of registration is five years rather than eight years. If you do not complete your new programme within the time remaining in your current registration period, you may be able to apply to renew your registration for a further period. When considering whether to grant a renewal of your registration period, the University will take into account the progress you have made in your studies during your current period of registration. If a renewal is approved, you will be required to pay an initial registration fee. If you do not have sufficient time remaining in your current period of registration to complete the programme to which you have transferred, you will be required to cancel your existing registration and apply to register afresh for the new programme. You must pay the initial registration fee for the new programme and you will be given a new period of registration.

Transferring to an International Programmes postgraduate programme

If you would like to apply for a Master's degree, Postgraduate Diploma or Postgraduate Certificate through the International Programmes you will have to cancel your existing registration and submit a fresh application for registration for that degree, Diploma or Certificate.

Transferring to another United Kingdom university at undergraduate level

Applying to Goldsmiths

Goldsmiths will consider applications from International Programmes students who wish to transfer to one of their degree programmes. However, taking the Diploma or part of the BSc as an International Programmes student is not normally an automatic route for transfer into Goldsmiths or another College of the University as a full-time student. Students who wish to transfer to complete the BSc CIS or BSc CC degrees over **two** years' full-time study at Goldsmiths should have successfully completed the examinations for **all four courses at Level 1**. Those who wish to complete their degree in **one** year of full-time study should have successfully completed the examinations for **all four courses at Level 1 and four full courses at Level 2**.

If you have successfully completed the required courses as detailed above, or expect to do so in your intended year of transfer, Goldsmiths will welcome you to transfer provided that:

1. You apply to Goldsmiths by **28 February** in your intended year of entry (but note the earlier UCAS deadline (see page 49) which you must also meet).
2. You pay an administration charge of £450, which will be offset against the tuition fees, at the time of application.
3. You successfully complete all required courses prior to transfer.
4. You meet any requirements for study in the United Kingdom, such as obtaining the relevant visas.

Please note that the £450 administration charge paid at the time of application is normally non-refundable. However, a refund may be made in the following circumstances:

- In the event that not all the required courses are successfully completed.
- You are unable to obtain the relevant visas.

Please note that financial difficulties will not be considered as an acceptable reason for the administration charge to be refunded. You should ensure, therefore, that you have sufficient funding for travel, additional tuition costs, and subsistence **prior** to submitting an application.

Accommodation provision

Goldsmiths has a policy of providing accommodation for non-EU students. Details may be found at:

www.goldsmiths.ac.uk/international/accommodation.php

Because of Home Office regulations, Goldsmiths can only register overseas students for full-time study. If you wish to transfer you should apply to Goldsmiths, via UCAS (the Universities' and Colleges' Admissions Service – see details on the following page), as soon as possible after you have made your examination entry for the year in which you later wish to transfer.

If you require further information, please contact Goldsmiths. The contact details are:

The Registry, Goldsmiths,
University of London,
New Cross, London SE14 6NW
Email: admissions@gold.ac.uk
Tel: +44 (0)20 7919 7282
Fax: +44 (0)20 7919 7509

Applying to other universities

You may wish to apply for entry to another university in the United Kingdom or elsewhere. You need to check with the university concerned whether this is possible, as each university has its own conditions and procedures. We would advise you to start making enquiries at least a year before you wish to transfer. If you live overseas, the British Council is a good source of information about universities in the United Kingdom and how to apply to them, or you can contact the Admissions Office at the university concerned. If you need confirmation of your results as part of the transfer process, please refer to the 'Certificates, transcripts and Diploma supplements' section in the General section of this *handbook*.

How to apply to universities in the United Kingdom

Applications to UK universities must be made via the Universities' and Colleges' Admissions Service (UCAS). The UCAS contact details are:

UCAS, Rosehill, New Barn Lane,
Cheltenham, Gloucester GL52 3LZ.
United Kingdom
Email: enq@ucas.ac.uk
Website: www.ucas.com

For consideration of a place from October in a particular year, the UCAS opening date for the receipt of applications is **1 September** in the previous year and the deadline is **15 January** of the year of study (i.e. for October 2012 start, applications open September 2011 and the deadline for receipt of applications is 15 January 2012).

The British Council will have further information and application forms for UCAS.

If you are a Diploma student or studying at an institution, your course tutor should be able to help.

Hints for UCAS applications

1. If you are applying for second-year entry, ensure that this is clearly indicated on the UCAS form.
2. Personal statements are a vital part of the UCAS application. Not all universities invite applicants for interview, so this is your opportunity to express yourself. Read through the prospectus carefully and indicate how you satisfy the criteria/conditions that the university is looking for.
3. If you are studying at an institution a senior academic should be responsible for writing your reference. The grades predicted for each subject should be clearly indicated on the UCAS form.

Answers to some common concerns

Q If I have already taken some courses, how can I work out how well I need to do on the remaining ones in order to get a particular level of honours?

A The Regulations not only specify how many courses you need to pass to graduate, but also provide the explicit formula to calculate your weighted average mark, from which your degree class is determined. This allows you, at any stage, to see how well you need to do on remaining courses for any desired outcome.

Q Do I have to submit all assignments for a given course?

A You should submit all assignments in order to have the best chance of satisfying the Examiners in the coursework element of a course. The coursework mark average is calculated by adding up all the marks on coursework and dividing by the number set. As an extreme case, if you only submit one assignment for a course with four courseworks, your maximum coursework mark will be 25 per cent, which is a fail. Thus, for example, it is better to submit an incomplete assignment on time, rather than not at all, and gain some marks. Students should do courseworks and the examination for each course in the same year.

Q I took fewer than four courses last year, but I very much wish to complete the degree in the minimum time. May I take more than four courses at the next examination session?

A No. Four courses in one year is the full loading for a full-time student, and so is the maximum for any student.

Q Although I am a part-time student, I have managed four courses a year for Levels 1 and 2. However, Level 3, with six options and the Project, seems to need more intensive work; for example, because of two coursework deadlines with six assignments due at each, and all late in the year when pressure of Project work will be high. Is there any disadvantage, in the view of the University, to taking two years over Level 3, say by taking most of the options in one year and the remaining options and Project a year later?

A The University allows up to eight years for you to complete the degree and takes no account, in determining your degree result, of how many of those available years you have used. Furthermore, it is a good plan for any part-time student to consider taking more than three years over the programme if the best possible result (highest possible honours) is wished for (say for higher degree entry). Thus, splitting the Level 3 work over two years is a good plan on several grounds. Firstly, you will have more time for each course and so do better in it. This will have a significant effect on your result, because of the high weighting of Level 3 courses.

Secondly, when taking the Project in your fourth year, you will have the benefit of greater maturity of approach and know better what you want to do through having already completed some of the options, and these factors will help in gaining a good Project mark.

Notes

Notes