



**Goldsmiths**  
UNIVERSITY OF LONDON

**Centre for CREATIVE AND SOCIAL TECHNOLOGIES**  
Department of Computing &  
Department of Media and Communications

**HANDBOOK FOR**  
**MA/MSc in Digital Journalism**

**2011-2012**

### **Disclaimer**

The information in this handbook was correct in August 2011. Whilst it is as far as possible accurate at the date of publication, and Goldsmiths will attempt to inform students of any substantial changes in the information contained in it, the College does not intend by publication of the handbook to create any contractual or other legal relation with applicants, accepted students, their advisers or any other person. The College is unable to accept liability for the cancellation of proposed programmes of study prior to their scheduled start; in the event of such cancellation, and where possible, the College will take reasonable steps to transfer students affected by the cancellation to similar or related programmes of study. Please see the Terms and Conditions in the relevant prospectus.

The College will not be responsible or liable for the accuracy or reliability of any of the information in third party publications or websites referred to in this booklet.

### **'Force Majeure' Obligations of the University**

Goldsmiths, University of London undertakes all reasonable steps to provide educational services including teaching, examination, assessment and other related services, set out in its prospectuses and programme literature ('Educational Services'). However, except where otherwise expressly stated, Goldsmiths College regrets that it cannot accept liability or pay any compensation where the performance or prompt performance of its obligations to provide Educational Services is prevented or affected by 'force majeure'. 'Force majeure' means any event which the College could not, even with all due care, foresee or avoid. Such events may include (but are not limited to) war or threat of war, riot, civil strife, terrorist activity, industrial dispute, natural or nuclear disaster, adverse weather conditions, interruption in power supplies or other services for any reason, fire and all similar events outside our control.

This handbook is available in large print format. If you would like a large print copy, please contact the Computing office.

### **Our Mission**

We offer a transformative experience, generating knowledge and stimulating self-discovery through creative, radical and intellectually rigorous thinking and practice.

Our Mission is underpinned by the following values:

#### **Achieving academic excellence:**

- pursuing intellectual curiosity
- encouraging the highest standards of research and practice.

#### **Embracing complexity:**

- building on our diverse strengths – academic excellence and rigour inspired by radical thinking
- providing a unique and creative approach to all of our subjects.

#### **Respecting the individual:**

- encouraging individuality and nurturing talent
- enabling freedom of thought and expression.

#### **Embracing diversity:**

- having the courage to think differently
- providing the freedom to experiment
- working beyond the boundaries of preconceptions.

#### **Radical thinking:**

- being the leader in all our fields
- daring to think differently and to challenge the norms.

#### **Creating change, locally and globally:**

- being socially aware and socially active
- enhancing employability in rewarding careers
- actively promoting sustainability
- fostering a social and intellectual community within, and beyond, Goldsmiths

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## WELCOME TO MA/MSc DIGITAL JOURNALISM

We are delighted that you are able to join the centre for Creative and Social Technologies (CAST), the Department of Computing and the Department of Media and Communications for this exciting and enjoyable year of your life. Make sure you read the essential information in this handbook.

### CAST

CAST is a globally-recognised centre based in the Department of Computing at Goldsmiths for teaching and research excellence in digital innovation with creative and social technologies. We are a truly interdisciplinary centre integrating computing and technology in emergent digital practices in core Goldsmiths academic strengths of media, social science, art, humanities and creative practice. In practice we are a set of connected physical, digital, and mobile people, spaces, and partners for enabling MA/MSc courses, research, knowledge exchange and public engagement.

### THE DEPARTMENT OF COMPUTING

The Department of Computing is a vibrant, innovative and challenging department at Goldsmiths, focusing on the advancement of computing in many different technological areas including artificial intelligence, biology and genetics, cognitive science, computer games and entertainment, computer music, computer vision, design, digital arts, archaeology and architecture, haptics, as well as in computer science itself. We are Europe's leading department for the combination of mainstream computing research, and its creative and innovative application in key interdisciplinary areas.

### THE DEPARTMENT OF MEDIA AND COMMUNICATIONS

The Department of Media and Communications is one of the UK's leaders in the field of media theory and media practice. This reputation teamed with a thriving research and postgraduate community makes Goldsmiths a lively and challenging place to study Media and Communications. It offers a range of undergraduate and postgraduate degrees in Media and Communications and has over 720 students.

### INFORMATION FOR NEW STUDENTS

Please read this handbook in conjunction with the General Regulations and other, academic, regulations such as Programme Regulations for your specific programme of study, available on the web at [www.gold.ac.uk/regulations](http://www.gold.ac.uk/regulations).

It should also be read in conjunction with the Guide to Goldsmiths handbook (which is available on the web [www.goldsmiths.ac.uk/student-handbook](http://www.goldsmiths.ac.uk/student-handbook)), and also the Student Charter.

You will take core courses in the Department of Computing and core courses in the Department of Media and Communications. Your programme is based in CAST. If part time, you will see from the Specialist Course Choice Form when you are required to take the core courses. Dissertations are always completed in the 2<sup>nd</sup> year. Each course has a **course code**, a **course title**, and a value in **course units** (0.5 or 1) and are **assessed** in different ways.

### FINDING YOUR WAY AROUND

While you are students at CAST, your direct point of contact will be in Computing. You are welcome to seek assistance in both Computing and Media and Communications and have access to all of the resources that both departments and CAST have to offer.

### LOCATIONS

CAST is located at Hatcham House, 17-19 St James. CAST is part of the Department of Computing and collaborates with the Departments of Media and Communications, Sociology, Centre for Cultural Studies,

Design, and other departments and research centres across Goldsmiths. Isabelle Seale, Department of Computing, [i.seale@gold.ac.uk](mailto:i.seale@gold.ac.uk), is the point of contact for any CAST-related queries.

**The Department of Media and Communications** is housed in the New Academic Building (NAB): the new glass fronted building across the green. Our administrative office is on the second floor of NAB and the admin officer in charge of MA students is Brenda Ludlow, NAB 202, [b.ludlow@gold.ac.uk](mailto:b.ludlow@gold.ac.uk), 020 7919 7615.

**The Department of Computing** is located at 25/27 and 29 St James and in the Ben Pimlott Building. The Departmental offices are in Room 3 and Room 4, 25/27 St James. The Departmental offices are normally open from 10.00 to 13.00 and from 14.00 to 16.00 Monday to Friday (except for Wednesday afternoons). The Secretaries, Isabelle Seale and Karen Hodgson, will help you with any queries that you may have.

All of the academic staff are currently located in 25/27 & 29 St James and in the Ben Pimlott Building.

There is an entry code to 25/27 & 29 St James, and also to the Departmental Computer laboratories (WB300, WB316, HH15, HH16). The codes will enable you to gain access to the Department between the hours of 09.00 and 17.00 Monday to Friday. Isabelle Seale (Department Secretary) will advise you of the codes. It is very important that you memorise these codes and **do not write them down**.

#### Facilities

The Department has excellent computing facilities for teaching and laboratory work. There are four department laboratories containing 90 PCs equipped with a substantial amount of local software and with connections to the College and Department servers.

In addition, the Rutherford Building provides more than 200 PCs and Macintosh systems for general use in the College. All computers in the College are connected to central servers, which provide data storage, access to shared resources, such as the library catalogue, course and training materials and access to the internet. All students have access to e-mail facilities and can publish their own web pages.

#### Ben Pimlott Building

As a computing student, you will also have access to our flagship Ben Pimlott Building, housing the Centre for Cognition, Computation and Culture. The Centre investigates creative uses of IT and new media, and computational modelling of cognitive and cultural processes, and promotes interdisciplinary research projects in collaboration with the Departments of Design, Music, Art, Psychology and Sociology. The Centre also contains a cutting-edge computer laboratory.

#### Goldsmiths Digital Studios

Operating as part of CAST, Goldsmiths Digital Studios (GDS) is dedicated to multi-disciplinary research and practice across art and design technologies and cultural studies. GDS engages in a number of research projects and provides its own postgraduate teaching through the PhD in Arts and Computational Technology, the MFA in Computational Studio Arts and the MA in Computational Art.

We also run a regular evening event, the Thursday Club; an open forum discussion group for anyone interested in the theories and practices of interdisciplinarity, interactivity, technologies and philosophies of the state-of-the-art in today's (and tomorrow's) cultural landscape. It is supported by Goldsmiths Graduate School. Along with other departments within Goldsmiths, we operate through a network of key institutional alliances and relationships with individuals. In addition, we work with several artists and independent researchers.

Visit the Goldsmiths Digital Studios' web pages at [www.goldsmiths.ac.uk/gds](http://www.goldsmiths.ac.uk/gds) for more information.

#### GDS Audio Visual Interaction Laboratory

Housed within the Goldsmiths Digital Studios, the Audio Visual Interaction Laboratory is a state-of-the-art facility for audiovisual interaction, motion capture, computer graphics, digital audio, perception and cognition research. The lab has an acoustically treated projection and motion capture space for real-time, accurate full body interaction, a 3D ambisonic surround-sound audio system, a range of audiovisual equipment including

projection facilities, high quality microphones, and a fully soundproofed booth on a floating floor complete with Pro Tools and Genelec 5.1 Monitoring. The lab also features recently developed facilities for Brain-Computer Interface research through Electroencephalography (EEG).

### GETTING AROUND

The handbook, *Information for Students* contains a map of the main college buildings and rooms; <http://www.gold.ac.uk/student-handbook/>

The Goldsmiths' interactive campus map can be found <http://www.gold.ac.uk/campus-map/>.

Other common building abbreviations are:

<b>BPBLT</b>	Ben Pimlott Building Lecture Theatre	<b>ISC</b>	Computer Teaching rooms in the Rutherford Bldg
<b>RHB</b>	Richard Hoggart Building	<b>LGBCR</b>	Baths on Laurie Grove – Council Room
<b>EB</b>	Education Building	<b>RISB</b>	Rutherford Information Services Building

If you are unsure about where a room or building is, you can also ask the Porters at the entrance in the Richard Hoggart Building.

### GENERAL INFORMATION

#### ENROLMENT

##### Are you fully enrolled?

It is vital you are fully enrolled and have either paid your tuition fees, completed a valid direct debit form, shown proof that you are sponsored or have applied for a tuition fee loan as soon as possible after the start of the academic session. If you are not fully enrolled or have failed to pay your tuition fees or provided proof of other means of funding as above, your access to teaching and support services will be withdrawn, you will not be able to sit your exams, and you will be withdrawn from Goldsmiths. If you are withdrawn for failing to enrol or clear a debt, re-instatement will be subject to you paying a £50 administrative fee in addition to any tuition fees due. If you are in any doubt about your enrolment status, please visit the Student Enrolment and Records Office, Room 122, Richard Hoggart Building (e-mail [enrolments-records@gold.ac.uk](mailto:enrolments-records@gold.ac.uk), telephone 020 7919 7536), open Monday to Friday, 10am to 4pm.

The Departments and central Goldsmiths Student Services will maintain information about you: your personal details and your examination marks along with any changes in degree programme, years out etc. for evaluation and assessment at the end of your final year. The information will then be archived.

Under the Data Protection Act you can look at the information held about you, after giving suitable notice to the Computing Department Secretary.

#### COLLEGE REGULATIONS

By enrolling, you undertake to comply with the College's Programme and General Regulations, and with the Charter, Statutes and Ordinances of the College. In the event of any inconsistency existing between information provided in this handbook, and the Programme or General Regulations, the Programme and General Regulations shall govern in all cases. If you have any queries about apparent inconsistency between information in this handbook and the Regulations, please contact the Head of Academic Services in writing.

**IMPORTANT DATES**

<b>Autumn Term</b>	<b>Induction Week</b>	<b>Enrolment Date</b>
	26 September 2011	Monday 26 September 2011 at 16.00, RHB Great Hall
	<b>Teaching Starts</b>	3 October 2011
<b>Spring Term</b>	9 January 2012 – 23 March 2012*	
<b>Summer Term</b>	23 April 2012 – 23 September 2012	

**Reading Weeks\*\***

Autumn Term: Week beginning:	7 November 2011
Spring Term: Week beginning:	13 February 2012

\*CAST courses and some other courses for the Digital Innovation MAs run slightly later than general college dates to enable time for practical coursework and internships. Please check your course outlines or with your course convenors for details.

\*\*There will be classes during the college Reading Weeks for all MA/MSc students in CAST to enable more time for course work and innovation internships. Please be aware that some college facilities run different hours during reading weeks. All CAST facilities will run as normal.

**Submission Dates**

Coursework for Media and Communications courses must be handed in to the Department on the dates below. Please see the department handbook *Information for Handing in Assessments* for information.

<b>Media &amp; Communications Autumn Term Coursework</b>	<b>Friday 6 Jan 2012</b>
<b>Media &amp; Communications Spring Term Coursework</b>	<b>Friday 27 April 2012</b>

Coursework for Computing courses must be handed in on time. Course instructors will advise on hand-in.

<b>Computing Autumn Term Coursework</b>	<b>Thursday 12 Jan 2012</b>
<b>Computing Spring Term Coursework</b>	<b>Thursday 26 April 2012</b>
<b>Major Practical Project/Dissertation</b>	<b>Thursday 30 August 2012</b>

**Unable to Meet Hand-In Deadlines**

If you do not hand in assessed coursework on these dates, it is treated in the same ways as if you missed an exam, so these dates are **very important**. The Departments cannot give any extensions to these deadlines, and only in exceptional circumstances (usually certificated medical problems) will the Examinations Board consider work handed in after these dates. In this circumstance please ensure that you submit your work at the earliest possible time.

**ATTENDANCE**

You must make every effort to attend all scheduled classes, seminars and workshops. CAST monitors and takes very seriously student attendance. This is both to ensure student attendance at these teaching events, and to encourage you to come forward and get the help that is available from the Department in the case of non-attendance. College regulations state that you require a medical certificate for absences. **Unexplained absences of 2 or more weeks can be deemed to be withdrawal from your course. If you cannot attend a class, seminar or workshop, you should let your tutor know.**

College regulations state that you should "attend on all days prescribed for (your) programme unless the College is officially closed". **Attendance at all lectures, tutorials, workshops and laboratory classes is compulsory.**

The General Regulations for students state that “except in the case of illness, students shall obtain permission from the Programme Tutor (or the Senior Tutor) concerned before absenting themselves from any seminar, tutorial or practical class, including workshops, laboratory classes and class tests or from any field excursion or special visit”.

You should contact (or ask someone to do so on your behalf) the Departmental Secretary (Lauren Sibley) if you cannot come into College due to illness or any other reason. The telephone number is 020 7919 7707. You must supply the Department with a medical certificate detailing the reason for your absence if you are ill, or provide an explanation if you are absent for any other reason. Only then can this information be taken into account for your assessment.

### **ENGLISH AS A SECOND LANGUAGE**

The College can provide help to students for whom English is not their first language – contact the Centre for English Language and Academic Writing, RHB 204, extension 7402 or 7763, [eap@gold.ac.uk](mailto:eap@gold.ac.uk). It is open 9am-5pm, Monday to Friday. It is very important that you get the support you need in English language skills. You need to be able to use English for class discussions and conversation with other students. You also need to be able to use **academic English** for understanding your lectures and reading, and for writing essays and exams. If you are having difficulty in understanding lectures, classes or reading, you should make an appointment to see the Senior Tutor or Deputy Senior Tutor. If English is not your first language, you are usually required to have taken a relevant course to show that you can speak and write academic English. See: <http://www.gold.ac.uk/pg/pre-sessional-english-language/>

### **COLLEGE INFORMATION**

The Goldsmiths web site is at [www.goldsmiths.ac.uk](http://www.goldsmiths.ac.uk). There is a link from this site to Student Gold, an area of the website specifically aimed at students. This is at [www.gold.ac.uk](http://www.gold.ac.uk). You'll find lots of information on Student Gold, about studying, support, information and advice for international students, links to the Library, term dates, and what's going on at the College.

You should also have been sent a copy of this year's *Information for Students Handbook*, which includes floor plans of some of the main College buildings, who to contact for help or advice in the College, and information about getting your voice heard as a student. If you need another copy of this, you can get one from Student Records, Room 122, Richard Hoggart Building. It is also available on the web at [www.gold.ac.uk/student-handbook/](http://www.gold.ac.uk/student-handbook/)

### **CHANGE OF CONTACT DETAILS**

- If any of your contact details change please inform the Postgraduate Masters Secretary as soon after or before if possible.
- Alternatively you can download a Change of Address form from:  
<http://www.gold.ac.uk/student-services/current-students/#d.en.10911>

### **HOW WE COMMUNICATE WITH YOU**

The College will communicate with you in a variety of ways. Formal correspondence (which includes information on enrolment, fees, and assessments) will be sent to you by letter. However, it is very common for us to contact you frequently by e-mail.

#### **Communication via E-mail**

You are given a College computer username and password when you enrol. This username is also your College e-mail address ([username@gold.ac.uk](mailto:username@gold.ac.uk)). The College will only use your College e-mail address when it needs to communicate with you by e-mail. You are advised to check your College e-mail account regularly. You can use 'Webmail' whether you're checking your e-mail on or off campus (<http://webmail.gold.ac.uk>).

There is a College E-mail Policy for students, which you can read by visiting [www.goldsmiths.ac.uk/it/guides/email.php](http://www.goldsmiths.ac.uk/it/guides/email.php)

**Telephone**

The telephone numbers for the Departmental Office are 020 7919 7850 and 020 7919 7858.

**Feedback & Consultation Hours (aka Office Hours or “Surgeries”)**

If you wish to speak to any member of academic staff you can drop in during their designated Feedback & Consultation hours (during term time), when they will be available to discuss any academic or personal issues that you may have. The hours that each member of staff is available are given on the student intranet pages and on the member of staff's door.

**Cast Noticeboard**

The CAST noticeboard is located in the CAST seminar room. Please check it regularly for information and messages.

**Department Web pages**

The CAST website keeps students up to date with events, news and ongoing research in CAST  
<http://castlondon.com>

The Computing webpages, containing full details of department staff, their contact details and research interests are at: <http://www.gold.ac.uk/computing/>

The Media & Communications webpages, containing full details of department staff, their contact details and research interests are at: <http://www.gold.ac.uk/media-communications/>

**Learn.gold**

Learn.gold is the College online learning and teaching site. Most handbooks and course guides, you will require for your course, and various other learning and teaching materials are placed on this site. You will be required to use this site in order to take full advantage of the programme. Your tutors may also place course materials online during the academic year and you should check the site regularly for updates.

To access learn.gold from a College networked computer:

<http://learn.gold.ac.uk>

To access learn.gold from home:

<https://learn.gold.ac.uk> (note 'https' and not 'http') and follow instructions as above.

**HOW YOU CAN COMMUNICATE WITH US**

**CAST**

**Teaching Contacts**

Name	Address	Title
Professor Robert Zimmer	Rm 12, 25 SJ	Co-director CAST, Professor of Computer Science Head of Department
Dr Chris Brauer	Rm 19, 25 SJ	Co-director CAST, Senior Lecturer
Dr Jennifer Barth	25 SJ	Lecturer
Mr Dan McQuillan	Rm 25 SJ	Lecturer
Dr Goetz Bachman		Lecturer
Dr Noortje Marres	WT1103	Lecturer
Dr Angela Phillips	NAB	Senior Lecturer

CAST is located at Hatcham House, 17-19 St James. The lab is Rm 2 and the seminar room is Rm 1. Access to the centre is by student card. For administrative assistance, please call Isabelle Seale 020 7919 7850, Rm. 3, 25 SJ. You are a CAST student in the MA/MSc Digital Journalism so you have links to both the Computing and Media and Communications Departments.

For Digital Journalism students, general administration is with the Computing Department. Please contact Isabelle Seale with any queries Rm. 3, 25 St James, 020 7919 7850, [i.seale@gold.ac.uk](mailto:i.seale@gold.ac.uk). Do not hesitate to seek assistance with the Department of Media and Communications, Brenda Ludlow, [b.ludlow@gold.ac.uk](mailto:b.ludlow@gold.ac.uk), NAB 202, [b.ludlow@gold.ac.uk](mailto:b.ludlow@gold.ac.uk), 020 7919 7615

The CAST directors and staff are available during Feedback and Consultation hours as posted on their doors. The MA/MSc Digital Journalism Course Convenor is Chris Brauer in the Department of Computing ([brauer@gold.ac.uk](mailto:brauer@gold.ac.uk)) and Angela Phillips in Media and Communications ([a.phillips@gold.ac.uk](mailto:a.phillips@gold.ac.uk)).

**Computing**

**Support Staff**

Name	Address	Title
Joe Hall	Rm 1, 25 SJ	Systems Development and Support Officer
Karen Hodgson	Rm 4, 25 SJ	Secretary
Eamonn Martin	Rm 1, 25 SJ	Systems Administrator
Wendy McDonald	Rm 8, 25 SJ	Department Business Manager
Isabelle Seale	Rm 3, 25 SJ	Department Secretary

**Academic Staff**

Dr Jennifer Barth	25 SJ	Lecturer
Prof Mark Bishop	Rm 2, 29 SJ	Professor in Computer Science Programme Leader for MSc Cognitive Computing
Dr Tim Blackwell	1.12 Ben Pimlott Building	Senior Lecturer
Dr Chris Brauer	Rm 19, 25 SJ	Senior Lecturer Programme Leader MA Digital Journalism
Dr Sebastian Danicic	Rm 5, 29 SJ	Reader in Computer Science Programme Leader for BSc Computer Science

Dr Eleanor Dare	GDS, Ben Pimlott Building	Lecturer
Dr Kate Devlin	Rm 18, 25 SJ	Lecturer Senior Tutor
Prof Mark d'Inverno	Rm 10, 25 SJ	Professor of Computing Chair of UG Exam Board
Ms Jennifer George	25 SJ	Visiting Tutor
Dr Marco Gillies	Rm 14, 25 SJ	Senior Lecturer Director of Studies
Dr Mick Grierson	Ben Pimlott Building	Lecturer Programme Leader for BSc Creative Computing
Prof Janis Jefferies	1.13 Ben Pimlott Building	Professor of Art Programme Leader for MFA Computational Studio Arts and PhD in Arts and Computing Technology
Dr Rodger Kibble	Rm 15, 25 SJ	Lecturer in Computer Science
Prof William Latham	Rm 3, 29 SJ	Professor of Games Design Co-Programme Leader for MSc Games
Prof Frederic Leymarie	Rm 3, 29 SJ	Professor of Arts Computing Co-Programme Leader for MSc Games
Mr Dan McQuillan	Rm 9, 25 SJ	Lecturer
Dr Nikolay Nikolaev	Rm 11, 29 SJ	Lecturer
Dr James Ohene-Djan	Rm 13, 25 SJ	Senior Lecturer Programme Leader BSc Computing and Information Systems
Dr Lahcen Ouarbya	Rm 6, 29 SJ	Lecturer Deputy Senior Tutor
Dr Ida Pu	Rm 10, 29 SJ	Lecturer
Dr Christophe Rhodes	2.06 Ben Pimlott Building	Lecturer
Dr Daniel Stamate	Rm 20, 25 SJ	Lecturer Exams Officer International Officer, Work Experience & Careers Liaison Officer
Mr Andy Thomason	Rm 7, 29 SJ	Lecturer
Dr Marian Ursu	Rm 7, 25 SJ	Reader Head of Research
Dr Matthew Yee-King	Rm 4, 29 SJ	Lecturer
Professor Robert Zimmer	Rm 12, 25 SJ	Professor of Computer Science Head of Department

You will also meet some of our Teaching Assistants, in either your tutorials or labs. Our Teaching Assistants are usually postgraduate research students of the Department. The research interests of the members of staff in the Department can be viewed on the website at: <http://www.gold.ac.uk/computing/staff/>

#### Office Hours

All academic staff hold regular office hours. The office hour times are posted outside their doors. You can usually just turn up during these times, or write your name down on an office hour appointment sheet on the door. You can also arrange to see staff outside office hours by making an appointment with them first.

#### Staff Pigeonholes

You can leave messages for staff with the Department Secretaries.

#### COMPUTING LABS

The **CAST lab** is located at Hatcham House 17-19 St James, Rm 2. Many of the CAST courses are taught in the CAST lab and seminar room, Rm 1.

The **Computing Department** has a larger **Computer Laboratory** in the Whitehead Building (WB300 and WB316).

You will need a user name and password to use these facilities and you should have completed a Computer Services Registration Form and handed this in at the Information Services desk at enrolment.

We are required by law (The Computer Misuse Act) to issue the following guidelines:

Software piracy is illegal - you must not MAKE or USE illegal copies of software.

Please make no permanent alterations to the hard disk (Drive C). **This includes installing unauthorised software.** Changes to the hard disk can have unpredictable affects and causes serious inconvenience to other users.

The hard disks are frequently scanned for viruses; however, it is in everyone's interest for you to regularly check your own floppy disks for viruses - using the antivirus icon on the desktop.

Please adhere to the **Code of Conduct for Departmental Computer Laboratories:**

You must not give security codes to anybody. If you do not know the code, come to 25/27 St James and ask the Secretaries.

You must not install programs on any of the computers.

You must not boot any of your own floppies, or run any programs the purpose of which you do not know – viruses can spread in this way.

You must not change any settings on the Computers.

You must not attempt to install hardware or tamper with the alarm system.

You must not delete any programs, uninstall them or create desktop shortcuts.

If any machine appears not to be working in the proper way, please contact the Departmental Systems Support Team (Ext. 2209 or email: systems@doc.gold.ac.uk). You will also find notices with information on how to report problems in each of the laboratories.

**Do not contact the Help Desk** in the College Information Services Building (Library) unless it concerns their responsibilities – email and networking. Please report any problems immediately.

This Code of Conduct only applies to Departmental Computer Laboratories; please see Computer Services for information about the other laboratories.

## **MEDIA AND COMMUNICATIONS**

Angela Phillips is the convenor for the MA Journalism Programme and media and communications course leader for MA/MSc Digital Journalism. Find her on

Terry Kirby will be teaching the news-writing course in the first term

Angela Phillips will be convening the video course in the second term.

Tim Crook is the convenor of International Media Law;  Note that media law takes place over TWO terms. Lectures are on Tuesdays 4-5.30. There are then important revision sessions on Wednesday evenings for the first five weeks of Spring term to prepare for a three hour exam in Spring term.

In Media and Communications we run three journalism MA courses: TV Journalism, Radio and MA Journalism. You will meet students from these courses (and others) at the Media Law lectures and you are welcome to drop in on other lecture style courses (though practice courses are restricted to keep numbers down).

**LIBRARY/IT DEPARTMENT**

<b>INFORMATION SERVICES CENTRE</b>	<b>Monday – Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>General opening</b>	08.00 - Midnight	09.30 - Midnight	9.30 - Midnight
<b>Last admission</b>	23.30	23.30	23.30

The Information Services Centre is in the Rutherford Building, and houses the Library, the IT Department, Languages Resources Centre and the Media Resources Centre.

<b>LANGUAGES RESOURCE CTR</b>	<b>Monday – Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>Language &amp; AV areas</b>	8.00 – Midnight	9.30 – Midnight	9.30- Midnight
<b>Language Advisory Desk</b>	09.15 - 20.45 (Mon-Wed) 09.15 - 17.00 (Thu-Fri)	09.30 - 17.30	Closed

The Languages Resource Centre, situated on the second floor of the Rutherford Building, is open to all students and staff of Goldsmiths and supports language-learning and teaching across the College. Whether you are a student or a member of staff, studying a language as part of your degree or are just interested in learning a new language, or whether you would like to build upon already existing language skills, the Languages Resource Centre and Audio Visual area provide the facilities and support to help you.

<b>LIBRARY</b>	<b>Monday – Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>Library general opening</b>	08.00 – Midnight	09.30 - Midnight	9.30 - Midnight
<b>Lending Counter &amp; AV Issue Desk</b>	09.15 – 20.45	10.00 - 17.15	11.30 – 17.15

New Students are given a tour of the College library during Induction Week. If you miss the library tour, make sure you attend one of the open sessions organised by the Library at the start of term, or ask to see the Library Video.

<b>IT DEPARTMENT</b>	<b>Monday – Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>Computer facilities</b>	08.00 - Midnight	09.30 - Midnight	9.30 - Midnight
<b>IT Help Desk</b>	09.15 - 20.45	09.30 - 17.15	11.30-17.15
<b>Media Services</b>	09.15 - 17.15	Facilities only	Facilities only
<b>Media Equipment Centre</b> (Richard Hoggart Building, Rm 181)	08.30 - 21.45	09.30 - 13.00 14.00 - 17.00	Closed

The IT Department provides induction sessions for all new students. You should attend these sessions, details of which are provided to you during Induction Week.

All registered users can use the computers in the Open Access sections on the first and second floor of the IT Department in the Rutherford Building. There is also an email room on the ground floor of the Rutherford Building. The College will issue you with a username, and you will make up your own password. You get a username by completing a Registration Form which will be issued at the beginning of term. If you did not receive a form, you can get one from the Computer Services Help Desk, Room 101 RISB, extension 7555, [helpdesk@gold.ac.uk](mailto:helpdesk@gold.ac.uk).

You will be provided with space on the College network for your files, but you should keep backup copies of all your work on floppy disks (buy a set of floppy disks at the start of the year), save your work regularly, and

keep printed copies of all your work. You must learn to use wordprocessing or other software well before your hand-in dates for coursework.

A range of Guides for students on computing, information technology and supported software are available at: <http://www.goldsmiths.ac.uk/it/>

Guides for students on how to use wordprocessing packages (such as Microsoft Word) are also available from the same site.

Computer resources are provided for the production of coursework. You are asked not to abuse the facilities by leaving a coat on a chair to reserve a machine, or leaving a machine unattended for long periods. Do not use the facilities for games or recreation on the Internet when others are waiting. Do not disrupt other users, or any teaching classes that are held in the Computer Services classrooms.

### Using the College Library

You will be given a tour of the main library with other MA students at the beginning of the year. You will also be invited back for a more specialist visit around the end of October. You will find it useful to learn to use journals, reference works, abstracts. You will be shown how to use the computerised catalogue **LIBERTAS** and **BIDS**. Library staff can advise you on further use of the information services available. Visit the college web site ([www.gold.ac.uk](http://www.gold.ac.uk)) and follow the links to the information services / library area. If you click on 'library services' you will get to a page with links to all kinds of information resources, including on-line databases of journal articles and electronic journals. Some of these require passwords.

Full details of Information Services and the Library are available at:

<http://libweb.gold.ac.uk/>

<http://www.gold.ac.uk/library/using-the-library/>

### Using Other London Libraries

The University of London Library (ULL) at Senate House, Malet St, London WC1 is open to students: enquire at the Goldsmiths Library issue desk. You can ask for access to other University of London libraries (usually for reading in the library only) for particular purposes. Sally Houston ([s.houston@gold.ac.uk](mailto:s.houston@gold.ac.uk)) can advise on access to these, and you can also check their home pages on the web.

The ULL library catalogue can be accessed as [www.ull.ac.uk](http://www.ull.ac.uk) There are links there to library catalogues all over London and beyond. One particularly useful search tool is the 'University of London Union List of Serials' at: [www.m25lib.ac.uk/ULS/](http://www.m25lib.ac.uk/ULS/) Using this, you can discover where journals are in libraries around London without having to visit the library catalogue of each institution.

<http://www.gold.ac.uk/library/using-other-libraries/>

### Using the College Computers

Documentation for users can be obtained from the Help Desk. Open Access rooms may not be available when they are booked for teaching sessions, but otherwise they are available for your use. Check the timetables on the doors. You will be provided with space on the College Network for your files, but you should keep backup copies of all your work. The Computer Services are part of the Information Services Department, which includes the Library and the Languages Resources Centre. There are Personal Computers and Macs in a number of Open Access Rooms which are open to Registered Users.

### Registration

To use any computer you have to log on by typing in your username and password. The College issues usernames, and you make up your own password. You get a user name by completing a Registration Form which will be issued at the beginning of term (if you miss receiving a form at the beginning of term, you can get one at any time from the Help Desk).

## **MA DEGREE INFORMATION**

### **MA /MSc DIGITAL JOURNALISM**

#### **INTRODUCTION**

The MA/MSc Digital Journalism is a collaborative programme between the Department of Computing and Media and Communications and hosted in CAST as part of an extensive programme of interdisciplinary digital innovation. The MA/MSc in Digital Journalism educates aspiring or mid-career professionals seeking to retain the fundamentals of quality, credibility, and transparency that define journalism while pushing boundaries of craft and practice. The programme provides real-world technical, design, and software skills to innovate in journalism; global awareness of the potential and possibilities for the next and future waves of digital media; and critical awareness of the implications and applications of journalism in society. With its unique inclusion of real software, design, and code training in Computing, complemented by fundamentals of news writing, media law, and multimedia production, the MA/MSc in Digital Journalism seeks to redefine journalistic practice for digital media. You will be able to enter organisations and hit the ground running to solve problems and innovate using that unique hybrid skill set of journalism fundamentals and creative technology capacities that everyone is seeking.

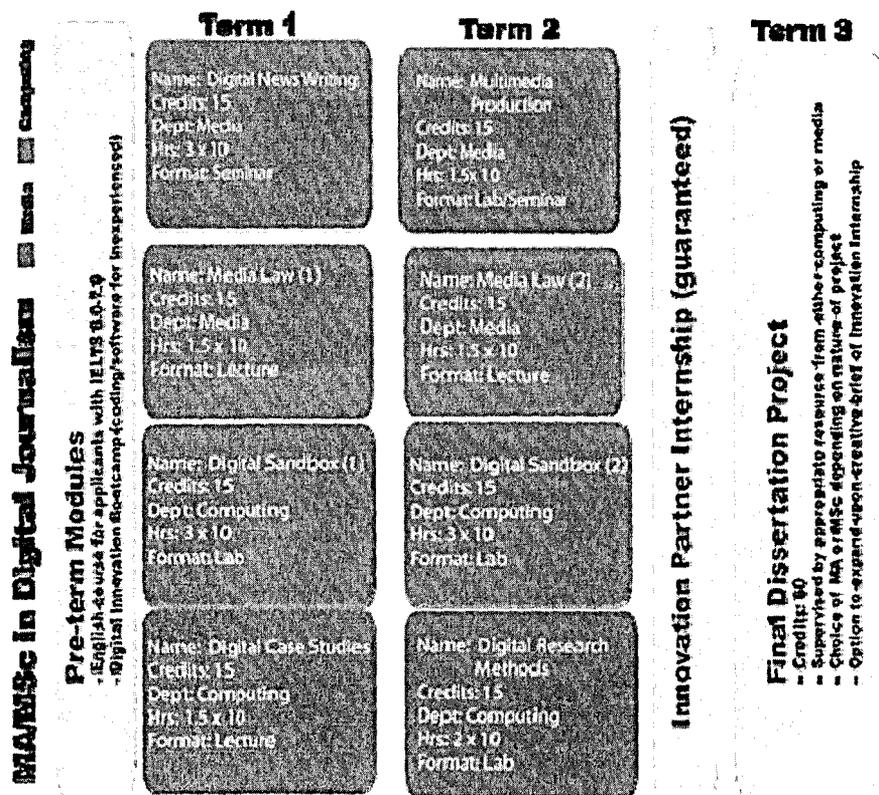
#### **PROGRAMME AIMS**

The MA/MSc Digital Journalism aims to

- Provide you with the skills, art, and ethics of digital journalism combining critical thinking and multimedia narrative construction with technical training in the ability to create problem solving or information retrieval applications and synthesise data into relevant content.
- Enable you to develop your abilities to report/write and create multimedia clearly, precisely, accurately, with energy and voice, and for specific online audiences.
- Provide you with a comprehensive resource for mobile and online journalism, one that deals with digital media as their own distinct forms of communication rather than merely adjuncts to print or broadcast.
- Teach you to purposefully blend text, graphical content, multimedia and hypertextual interactive elements. Explore how trends in personal publishing and social networking are forcing change in journalism and other information industries.
- Facilitate the use of a variety of techniques to capture and monitor newly published or real-time information.
- Enable you to develop a critical understanding of the theory and practice of online communication
- Attain a working knowledge of media law so that, when working as a professional communicator, you can assert legal rights and avoid needless infractions of the law.
- Teach you to incorporate and evaluate appropriate elements of multimedia and multi-platform storytelling, including information design, layout, organization and visual communication theory and techniques.
- Expose you to cutting edge and sophisticated examples of leaders who are working in the fields of innovation, digitisation, and journalism.

**PROGRAMME STRUCTURE**

The MA/MSc Digital Journalism is a one year, full-time, and two year part-time programme. The programme consists of six course units, an innovation internship, and final project/dissertation.



**BRIEF COURSE OUTLINES**

**IS71045A Digital Case Studies**

The Case Studies lectures set the stage for each week of teaching in the first term and encourage student exposure to and interaction with the theory, culture, economics, technology, and economics of emerging digital media technologies in journalism. The case study format encourages active learning and allows the application of theoretical concepts to be demonstrated, thus bridging the gap between theory and practice. Each week features a different topic so students gain in-depth knowledge of 10 digital topics through weekly case study demonstration and critical analysis. Topics ranging from data visualisation, community curation, augmented reality, entrepreneurial business models, geo-located mobility, social media and networks, and design provide the foundation for practice-based research in the programme.

Autumn Term  
Mondays 1200 – 1400 hrs  
Convenor: Chris Brauer, Computing  
15 Credits

### **IS71044A Digital Sandbox**

The Digital Sandbox is the core computing module in the Digital Journalism programme. Students work on micro-technical projects across Terms 1 & 2 related to the production and research of Digital Journalism. Sample topics would include learning about and practicing software and code for mining data and creating informative visualisations, capturing media in augmented reality and dropping into virtual space as a practice of journalism, and understanding and practicing techniques for disseminating large amounts of real-time data to aggregate and draw conclusions as inputs to journalism practice. The Digital Sandbox is both a course and a physical location in the CAST labs in computing at Goldsmiths. Students will be encouraged to work in the sandbox outside of course hours to practice the techniques introduced and taught in the sandbox labs.

Autumn and Spring Terms  
Tuesdays 1000 – 1300  
Convenor: Chris Brauer, Computing  
30 Credits

### **MC71132A Digital News Writing**

The course covers the cognitive and mechanical skills required to produce fast and quality news messages that are ethical, clear, concise, complete, compelling, and accurate. Reporting methods are introduced and students practice gathering information from online and traditional sources. You will work individually, and as a team, developing skills in basic journalism techniques and applying them to a jointly produced website. You will concentrate on text and stills in the first term.. We will expect you to make use of what you are learning elsewhere on the course to enhance the site and to create additional functions in collaboration with your tutors.

Autumn Term  
Mondays 1400 – 1700  
Convenor: Terry Kirby, Media and Communications  
15 Credits

### **IS71046A Digital Research Methods**

The course introduces software for conducting research. It examines current search engine and database technologies, the process of conducting research and evaluating results, and techniques and commands for conducting advanced investigation into on-line conversations and social media. The first half of the module covers quantitative research methods including statistics and data mining. Qualitative methods such as social network and database investigation techniques and ethnographic methods are the subjects of the second half of the module.

Spring Term  
Mondays 1200 – 1400  
Convenor: Chris Brauer, Computing  
15 Credits

### **MC71130A Media Law and Ethics**

This course entails a series of lectures on the history and contemporary developments of media law and ethics. Some topics include the legal 'problematism' of journalism, issues specific to online media, defamation law and contempt issues, debates in media ethics, state security and secrecy, professional codes and practices, privacy, human rights and international law, and international comparisons.

Autumn Term  
Tuesdays 1600 – 1730  
Spring Term  
Wednesdays 1700 – 1830 (First five weeks of term only)  
Convenor: Tim Crook, Media and Communications  
15 Credits

### **MC71132A Multimedia Production**

Introduces the types of equipment and technical considerations used in multimedia capture and production. A series of 10 half day sessions: understanding the camera, framing, interviewing, being interviewed, basic editing. You will organise shoots in-between production days. The object of these sessions is to learn basic story-telling techniques for use in an on-line context. You will be working online producing video and jointly editing the site established in term one.

Spring Term  
Mondays 1400-1700  
Convenor: TBC, Media and Communications  
15 Credits

### **Innovation Internship**

Students will spend 2-6 weeks working in a content-based institution, building on the skills they developed in the first and second term. These will be placements with media, public sector, industry, NGO and community partners. Many of these projects will provide the foundation for the programme major practical project and dissertation.

Between Spring and Summer Term  
Convened by CAST

### **Major Project/Dissertation**

In the summer term students complete a Major Project/Dissertation which engages with a large-scale multimedia website and/or mobile application and addresses a specific journalistic challenge. Students will also produce a 2,000 - 3,000 word critical analysis essay reflecting on the production process and effectiveness of their project.

## **PROGRAMME LEARNING OUTCOMES**

Learning outcomes are very important as they form the basis on which we design and deliver the programme and assess your achievements within it. At the end of this programme if you have fully engaged with all of the courses, activities and training offered you will have the following knowledge and understanding, cognitive skills, practical skills and transferable employability skills.

Knowledge and understanding of the conceptual and practical application of emerging technology and digital media in the creation of news packages and student online portfolios; deep and practical understanding of the processes involved in the digital, mobile, and online identification, production and presentation of news and information; understanding of the relevance of media law and ethics to journalistic practice, and the recognition of the line between public interest and the right to privacy; critical awareness of the wider practical and theoretical contexts in which journalists work; applied conceptual and practical understanding of emerging technology and digital media in the creation of a substantial commercially-relevant project.

Cognitive Skills and Abilities in the application of advanced skills in critical thinking and analysis; academic writing and presentation skills; critically analyse and evaluate journalistic narrative and practical production work, including one's own, in relation to effective practice and to appropriate theoretical issues; propose, plan, execute and evaluate a significant piece of original work.

Practical journalism skills of newsgathering, research, interviewing, writing briefs and composing pitches, developing treatments, writing commentary for digital media, and news reading; basic literacy in coding and software configuration and design; and the ability to use digital media technology to problem-solve, research and investigate real journalistic challenges and story ideas.

Transferable and Employability Skills in the application of basic operational skills in multimedia production and editing; ability to work as member of a co-located or virtual team undertaking various journalistic tasks; ability to do academic research and writing; be independent and creative workers and learners, able to exercise initiative and personal responsibility in one's work.

## PROGRAMME SUMMARY

Full-time students	<b>Autumn term</b> Digital Case Studies Digital Sandbox Digital News Writing Media Law and Ethics
	<b>Spring term</b> Digital Sandbox Digital Research Methods Multimedia Production Media Law and Ethics (first half)
	<b>Between Spring and Summer Term</b> Innovation Internship
	<b>Summer term</b> Major Project/Dissertation
Part-time students	<b>Autumn term</b> Year 1: Digital Case Studies Digital News Writing
	Year 2: Digital Sandbox Media Law and Ethics
	<b>Spring term</b> Year 1: Digital Research Methods Multimedia Production
	Year 2: Digital Sandbox Media Law and Ethics
	<b>Between Spring and Summer Term</b> Year 2: Innovation Internship
	<b>Summer term</b> Year 2: Major Project/Dissertation

## IMPORTANT PRACTICAL MATTERS

### PRELIMINARY READING

#### Journalism

Hicks Wynford and Tim Holmes, (2002) Subediting for Journalists, Routledge

Kovach, B. & Rosenstiel, T. (2007) *The Elements of Journalism*. New York: Three Rivers Press.

McKane Anna (2007) *News Writing*, Sage

Wolfe, T. (1975) *The New Journalism*. UK: Picador.

Lee-Wright, Angela Phillips, Tamara Witschge (2011) *Changing Journalism*, Routledge

Liebling, A.J. (1961) *The Press*. Ballentine.

Malcolm, J. (1990) *The Journalist and the Murderer*. Knopf.

Kelly, J. (1999) *Red kayaks and hidden gold: citizen journalism* Oxford: Reuters Institute for the Study of Journalism

Phillips Angela (2007) Good Writing for Journalists. Sage

#### Digital Journalism

American Society of News Editors *10 best practices for social media* Found online at [http://asne.org/article\\_view/articleid/1800/asne-issues-guide-to-10-best-practices-for-social-media.aspx](http://asne.org/article_view/articleid/1800/asne-issues-guide-to-10-best-practices-for-social-media.aspx)

Fenton, Natalie. *New Media, Old News: Journalism and Democracy in the Digital Age*. Thousand Oaks, CA: Sage, 2010.

Luckie, Mark S. *The Digital Journalist's Handbook*. Lexington, KY: CreateSpace, 2010.

Negroponce, Nicholas. *Being Digital*. New York: Alfred A. Knopf, 1995.

Scott, B. (2005) *A Contemporary History of Digital Journalism*. *Television and New Media* 6 (1) pp. 89-126.

Shirky, Clay. *Here Comes Everybody*. New York : Penguin Press, 2008.

#### Computing

Haverbeke, Marijn (2011) *Eloquent JavaScript*. No Starch Press, <<http://eloquentjavascript.net/>>

Janert, Philipp K. (2011) *Data Analysis with Open Source Tools*. O'Reilly.

Robbins, A. and Beebe, N.H.F. (2005) *Classic Shell Scripting*, O'Reilly

Russell, Matthew A. (2011) *Mining the Social Web*, O'Reilly

\*Hicks Wynford and Tim Holmes, Subediting for Journalists, Routledge

\*McKane Anna News Writing, Sage

#### Learn.gold

Learn.gold is the College online learning and teaching site.

To access learn.gold:  
<https://learn.gold.ac.uk>

## DEGREE REGULATIONS

MA/MSc Digital Journalism

## Curriculum

Digital Case Studies	IS71045A	15CATS
Digital Sandbox	IS71044A	30 CATS
Digital Research Methods	IS71046A	15 CATS
Digital News Writing	MC71132A	15 CATS
Multimedia Production	MC71131A	15 CATS
Media Law and Ethics	MC71130A	30 CATS
Innovation Internship	n/a	n/a
Major Project/Dissertation	IS71047A	60 CATS

## Duration of Programme of Study

Full time: one calendar year

Part time: two calendar years

## Assessment

Digital Case Studies	3,500 word essay
Digital Sandbox	5 x technical mini projects + final portfolio
Digital Research Methods	Three-hour unseen exam
News Writing	Portfolio of news stories
Media Law and Ethics	Three-hour unseen exam
Multimedia production	audio-visual story packages
Major Project/Dissertation	large-scale multimedia website and/or mobile application 3,000 - 5,000 word essay

## Progression Requirements

First year part-time students are normally required to complete successfully at least one unit of core courses in their first year before proceeding to their second year of study.

## EXAM INFORMATION

## SCHEME OF MARKING

Marking criteria applicable to formal assessment are as follows.

Mark	Grade	Descriptor	Generic Grading Descriptors	Specific Grading Criteria (Marking Criteria)
0%		Non submission or plagiarised assessment	A categorical mark representing either the failure to submit an assessment or a mark assigned for a plagiarised assessment	n/a
1-9%	F	Very bad fail	A submission that does not even attempt to address the specified learning outcomes (shall be deemed a non valid attempt and unit must be re-sat).	n/a
10-29%	E	Bad fail	Represents a significant overall failure to achieve the appropriate learning outcomes	A mark between 10-29% is awarded when only some but not all of the learning outcomes specified for the course have been achieved. Typically a candidate in this position will not have satisfied the examiners that they have read and understood the essential texts of the course. Research involved in the writing of course work or the dissertation will be poorly organised and inadequately discussed.
30-49%	D	Fail	Represents an overall failure to achieve the appropriate learning outcomes.	A mark between 30-49% is awarded when there is not a satisfactory application of appropriate knowledge, understanding and skills as specified in the course learning outcomes. There may be confusion and incoherence and unfocused comment on the literature.
50-59%	C	Pass	Represents the overall achievement of the appropriate learning outcomes to a threshold level	<i>A mark of 50-59% is awarded when there is clear evidence of a satisfactory application appropriate, knowledge, understanding and skills as specified in the course learning outcomes. Typically this involves evidence of knowledge and understanding where there is a limited development of Ideas and critical comment.</i>
60-69%	B	Good (merit threshold)	Represents the overall achievement of the appropriate learning outcomes to a good level.	A mark of 60-69% is awarded when candidates show a good application of appropriate knowledge, understanding and skills as specified in the course learning outcomes. This involves consistency and fluency in discussing and evaluating reading from a range of sources and

				an ability to relate this reading to the assessment tasks.
70-79%	A	Excellent (distinction threshold)	Represents the overall achievement of the appropriate learning outcomes to an excellent level.	A mark of 70-79% is awarded when candidates show evidence of an excellent application of appropriate knowledge, understanding and skills as specified the course learning outcomes. Typically this involves extensive reading and grasp of questions and their context and an exceptional degree of clarity in argument and use of evidence. Knowledge and understanding will have been presented critically, with insight and independence of thought. Argument and analysis of reading will demonstrate the candidates own reasoning and be exceptionally clear, critical, well-focussed and cogent.
80 - 100%	A+	Exceptional	Represents the overall achievement of the appropriate learning outcomes to an exceptionally accomplished level.	A mark in the 80s or even the 90s will be awarded in the case of really accomplished work, demonstrating high levels of scholarship and originality, although grades in the 90s should be reserved for work deemed to be outstanding, and of publishable quality.

**Classification of Degree**

In order to be considered for the award of a distinction, students would normally be expected to have been awarded a mark of 70% for the dissertation / project (or equivalent) and a mark of 70% in the majority of the remaining elements.

In order to be considered for the award of a merit, students would normally be expected to have been awarded a mark of 60% for the dissertation / project (or equivalent) and a mark of 60% in the majority of the remaining elements.

Within each course unit (or half course unit) the minimum pass mark is 50%.

**A NOTE ON DEADLINES AND EXAMINATIONS**

Dissertation and coursework for courses have submission deadlines. These are equivalent to examination deadlines and staff cannot give students individual extensions. If you are unable to attend an examination, or to submit coursework because of illness or for any other reason, or you think your work has been affected by illness or other reasons, you must inform your programme convenor and submit a medical certificate or other evidence to the Course convenor within 7 days of the last date of the examination or relevant coursework deadline. This submission will be passed to the Board of Examiners for consideration at its next meeting.

If you state an intention to the Board of Examiners to defer the submission of coursework or your dissertation, or your attendance at an examination, you may be required to pay additional fees if you require continued tutorial assistance or supervision. The College Regulation 6.1 (Definition of Students Categories for Fees Purposes) states:

A student who has completed the course of study leading to the award of a Masters degree, who has deferred submission of the required dissertation, or been referred in that part of the examination, and who requires tutorial guidance/supervision will be charged half the fee set for the relevant part-time course.

#### Requirement for award of degree

To be awarded the degree, all candidates must successfully complete the all relevant core courses and option courses to the value of 3 course units and a dissertation (1 course unit).

#### Classification of Degree

- In order to be considered for the award of a distinction, students would normally be expected to have been awarded a mark of 70% for the dissertation / project (or equivalent) and a mark of 70% in the majority of the remaining elements.
- In order to be considered for the award of a merit, students would normally be expected to have been awarded a mark of 60% for the dissertation / project (or equivalent) and a mark of 60% in the majority of the remaining elements.
- Within each course unit (or half course unit) the minimum pass mark is 50%.

#### Deferment and re-entry

A candidate who fails one course unit (or half course unit) or dissertation may re-enter this one unit at the discretion of the Board of Examiners. (The candidate will not be required to repeat elements that they have already passed). Candidates may re-enter a failed course unit (or half unit) or dissertation on one occasion.

A candidate who fails to submit work for one course unit (or half course unit) may submit work for this one unit on one occasion at the discretion of the Board of Examiners.

Deferment of any part of the examination may be granted by the Board of Examiners on proven grounds of ill health, or sickness or death of a partner or near relative. Entry to the deferred unit(s) shall be on the next occasion when the examination is normally held, (usually the same time the next academic year).

A candidate wishing to defer shall apply in writing to the Chair of the Examination Board.

The outcome of a request for deferral shall be conveyed in writing to the student by the College Examinations Officer, and be reported to the next meeting of the Board of Examiners.

#### Eligibility to proceed from one year to the next for part-time students

Part-time students may enter the assessed essays for the core course units either in their first year or in their second year. In order to proceed to the second year a part-time student must have successfully completed two core course units. At the discretion of the Board of Examiners, a candidate may be permitted to re-enter core course examinations in their second year.

#### POST EXAMS

##### Results

If you are in debt to the College, at the time the results become available, you will not automatically receive your final transcript. If you wish to obtain information concerning your results you can do so by making a Data Subject Access Request under the Data Protection Act (1998), for which a fee will be charged. The letter from the Examinations Office informing you that your results are being withheld will tell you how to do this, and under the Data Protection Act you will be entitled to receive your result (not in the form of a transcript) within 40 days of submitting the Data Subject Access Request and fee.

If you are not in debt, you will receive provisional marks in Spring for the Autumn Term hand-ins, and provisional transcripts from the Exams Department in the Summer following the Spring hand-ins. This will inform you of both your marks and for part-time students confirm your progression into your second year. The Department and Departmental Staff cannot disclose any information on final marks.

##### Transcripts

Transcript information available from Registry web site [www.goldsmiths.ac.uk/registry/transcripts-archives.php](http://www.goldsmiths.ac.uk/registry/transcripts-archives.php) and transcript request form available at [www.goldsmiths.ac.uk/registry/pdfs/request.pdf](http://www.goldsmiths.ac.uk/registry/pdfs/request.pdf)

##### Reference Requests

Once you have left and require references, please email the Postgraduate Masters Secretary giving your name, student number, degree taken and the names of all staff who taught you and your MA Convenor.

Upon receipt of this information, they will be able to inform you if the members of staff are still here and pass on their contact details to you.

#### **Presentation Ceremonies**

All final year Masters students completing in September 2012 will be invited to attend a Presentation Ceremony in January 2013, the exact date is to be confirmed. Invitations will be sent to your last known home address. For queries about the Ceremony, please contact Joan Doherty in the Registry, e-mail

#### **Keeping In Touch**

The completion of your degree at Goldsmiths doesn't have to mean the end of your affiliation with Goldsmiths. You will always be a part of Goldsmiths community and we want to keep in touch.

The Goldsmiths Society was established to help alumni and friends of Goldsmiths keep up to date with news and events, access alumni services and learn more about way they can help Goldsmiths today. For more information please visit our web pages [www.goldsmiths.ac.uk/alumni](http://www.goldsmiths.ac.uk/alumni)

Students who complete a course at Goldsmiths now automatically become lifetime members and we are currently in touch with over 25,000 former students based across the world.

#### **Postgraduate Study Discount**

There is a discount on tuition fees for all those who have successfully completed an undergraduate degree, DipHE or postgraduate taught programme at Goldsmiths, and who now wish to progress to a different postgraduate degree. In order to apply for the reduced tuition fee, you will need to have been accepted on to your intended programme of study and to have satisfied all the normal academic admissions criteria as well as all the conditions of enrolment and registration set down by the College. For further information please see [www.goldsmiths.ac.uk/alumni](http://www.goldsmiths.ac.uk/alumni)

## STUDENT SERVICES

Student Services has overall responsibility for supporting and offering guidance to students on all practical non academic matters which may be affecting your ability to study. We also offer assistance with some of the administrative tasks you will need to undertake whilst studying at Goldsmiths

The core services provided are:

- Advice (on general welfare issues)
- Assessments
- Bursaries and scholarships
- Counselling
- Chaplaincy and multi-faith centre
- Disability support
- Enrolment and Records
- Fees
- Management information
- Nursery
- Student funding and information

We also work closely with the Careers Service and New Cross Medical Centre.

All students are encouraged to register with a GP. If you live in halls of residence or near to campus, you may be able to make use of the New Cross Medical Centre. For further information about this or any of our services please visit <http://www.gold.ac.uk/student-services/>

Student Services administer the **Access to Learning Fund**, a discretionary fund available for those students who meet the eligibility criteria and who are in financial need. For further information please contact the Student Funding and Information Office. A **Short Term Emergency Loan** scheme is also available for students whose funding is delayed at the start of term.

### Immigration advice

A points-based immigration system was introduced in the UK in 2009. The system means people wishing to study or work in the UK will have to demonstrate they have the correct number of points before being granted entry clearance/leave to remain in the UK. Tier 4, the student tier, came into force on 31 March 2009.

The Advice Team at Student Services can offer students confidential advice and support with immigration matters. E-mail

### Student Services opening times

The different areas within Student Services have separate opening times however the offices are generally open Monday to Friday, 10am to 4pm. Some of the services are by appointment only and details of how to access them can be found on the web <http://www.gold.ac.uk/student-services/>

### Support for students with disabilities and/or specific learning difficulties

Goldsmiths welcomes applications from disabled students. Disabled students includes people with physical and sensory impairments, mental health needs, people with long-term health conditions and also those with specific learning difficulties (e.g. dyslexia, dyspraxia, ADD etc).

The Disability Discrimination Act 1995 (DDA) obliges the university to make reasonable adjustments, to ensure disabled students can participate equally in all aspects of college life.

The Disability Team provides advice and guidance on the various support initiatives that are available.

Further information is available at [www.goldsmiths.ac.uk/disability](http://www.goldsmiths.ac.uk/disability)

The Disability Co-ordinator and Disability Adviser can advise students and staff as well as students applying to Goldsmiths about any aspect of disability. The service is confidential and information will not be passed on to tutors without your consent.

Examples of support provided through the Disability Team:

- Access around the campus
- Liaison with tutors concerning adjustments you might need
- Assistive Technology
- Recording lectures
- Location of hearing loops, accessible toilets, and so on
- Examination adjustments
- Consideration of Dyslexia when marking coursework
- Advice on meeting deadlines
- Library support and extended loans
- Study skills support
- Disabled Students' Allowance (DSA)

When meeting the Disability Team it is important to bring evidence of your disability or specific learning difficulty with you. This should be in the form of a recent letter from your GP or other health professional, or an educational psychologist report (if you have a specific learning difficulty)

The Disability Team can also advise on how to obtain evidence for those who think they may have a specific learning difficulty (dyslexia, dyspraxia ADD etc).

#### **Disabled Students' Allowance (DSA)**

The Disabled Students' Allowance (DSA) is a grant available for disabled students including those with Specific Learning Difficulties (eg dyslexia, dyspraxia etc) and for people with long term health conditions. The DSA can provide equipment, support such as note takers, interpreters, dyslexia tutors etc. as well as funding for books and so on, depending on your needs. More information on this can be found at <http://www.direct.gov.uk/en/DisabledPeople/index.htm>

To apply for the DSA you need to fill out an application form (DSA1) which you can download on the web site above. If you would like any more information or help in doing this please feel free to contact us. You will need to enclose evidence of your disability with the DSA form (eg a doctor's letter or an Educational Psychologist's report).

#### **Contact details:**

Disability Team  
Richard Hoggart Building, room 125

Drop in:

Monday to Friday  
11.00am – 12.00pm  
3.00pm – 4.00pm

Book an appointment:

telephone 020 7717 2292  
email [disability@gold.ac.uk](mailto:disability@gold.ac.uk)  
[www.goldsmiths.ac.uk/disability](http://www.goldsmiths.ac.uk/disability)

Student Services  
020 7919 7757

student-supply@gold.ac.uk  
[www.gold.ac.uk/student-services/](http://www.gold.ac.uk/student-services/)

## **QUALITY OF LEARNING AND TEACHING**

As a student at Goldsmiths, you play a key role in the College's processes for assuring the quality of its programmes, and your feedback on your learning experience is very important. As well as informal feedback to the teaching staff, the College collects information through course evaluation questionnaires and regular staff/student forums. In addition to this the College takes part every year in the National Student Survey, where final year undergraduates are asked to comment on the quality of their learning experience in a nationwide survey.

### **Course evaluation**

All students are invited to provide feedback on each course that they take at the College. Course Evaluation is in the form of a questionnaire, and covers all aspects of the course, including teaching and administration. The results of these are analysed by the Department, with students' views being taken into account and appropriate action taken if necessary.

### **Student Representatives**

Student representatives play a vital role at Goldsmiths; providing an essential link between the students, the Students' Union and the College. Most programmes have at least one student representative from each year who will attend the staff/student forum to represent the interests and views of students on their programme.

### **Student Departmental Coordinators**

Each department will have at least one Undergraduate and one Postgraduate Student Departmental Coordinator (DSC) who will attend the relevant staff/student forum. DSCs are recruited and trained by the Students' Union. They are paid for their work and provided with contracts and job descriptions. DSCs are responsible for collecting student feedback, raising issues with the Department either through the staff/student forum or otherwise with appropriate Department staff, attending the staff/student forum and taking notes of the meeting and feeding back to students on the outcome of issues raised.

Being a DSC means learning how to be an effective advocate for others and would be a great opportunity to develop your organisational, communication, negotiation and note-taking skills, as well as learning about working on committees.

### **Use of online technology**

In order to provide students with a mechanism for giving prompt feedback on programme level issues and to discuss issues with peers, departments may have an online forum, hosted within the Virtual Learning Environment (VLE). Part of the DSC's role is soliciting and giving feedback to students which may be via the online forum.

Quality Office  
May 2010

## **COMPLAINTS AND APPEALS (2011-2012)**

### **Goldsmiths Complaints Procedure**

One of our aims is to provide a supportive environment including academic and welfare services, and to be responsive to concerns when they are raised. Goldsmiths recognises there may be occasions when you have cause to complain about a service you have received. When this happens, the complaints procedure is intended to provide an accessible, fair and straightforward system which ensures an effective, and appropriate response.

### **Before making a complaint**

The majority of complaints can usually be sorted out informally by discussing the issue you wish to complain about with the member of staff or person concerned. It's best to do this immediately wherever possible.

However, it may be that you wish to discuss your complaint with somebody else, and there are a number of sources of help within the institution. Your MA Convenor is there to provide welfare support and help as well as academic advice. You can find out who your MA Convenor is by contacting the Postgraduate Masters Secretary on 020 7919 7712. You can also contact the Head of Department: Professor Bev Skeggs on 020 7078 5007. If you'd rather discuss your complaint with a member of staff outside of your academic department, you can get in touch with Student Services (Room 124, Richard Hoggart Building, tel 020 7919 7757), or the Students' Union Advice Centre (tel 020 8692 1406, e-mail [suadvice@gold.ac.uk](mailto:suadvice@gold.ac.uk)).

### **Making a complaint**

If you feel discussion hasn't resolved your complaint, and you want to pursue it formally, then you must put this in writing and send it to the Head of Academic Services (room 117a, Richard Hoggart Building). You will need to explain in your letter what steps you have already taken to try and resolve the matter, for example, discussing it with the person the complaint is about, and with your Head of Department.

Your complaint will be investigated, and you'll receive a letter explaining the decision taken by Goldsmiths. If you are dissatisfied with the outcome of this investigation, you can write to the Head of Academic Services and ask for your complaint to be referred to a Pro-Warden, who may decide to set up a complaints committee. Your complaint will not be considered unless stage one and stage two of the Complaints Procedure has been completed. Please see the 'General Regulations' (number 14) linked from [www.goldsmiths.ac.uk/regulations](http://www.goldsmiths.ac.uk/regulations).

### **Help and support**

If you need help with understanding this process, then get in touch with your MA Convenor, Student Services, or the Students' Union.

### **Goldsmiths' Appeals Procedure**

An appeal is different from a complaint, because it is an application for a decision to be reconsidered or changed. These are the procedures to do with appealing about examination results.

You have the right to appeal on the following grounds:

1. that the examiners were not aware of circumstances affecting your performance
2. that there was some form of administrative error or procedural irregularity in the way in which an examination or assessment was conducted
3. that there is evidence of prejudice or of bias on the part of one or more of the examiners

You can't appeal against the academic or professional judgement of the examiners, nor can you appeal on the grounds that you didn't know about certain assessment requirements or submission deadlines.

### **How to appeal**

Before you appeal, you are strongly advised to seek help and advice, either from your Personal Tutor, the Departmental Senior Tutor, or the Students' Union.

If you wish to appeal, you must complete a form (available from the Head of Assessments or on the web at <http://www.gold.ac.uk/media/appeals.pdf> or available from the Students' Union) and submit this to the Head of Assessments within 21 days of the publication of the results, against which you're making the appeal.

You should receive an initial response within four weeks of submitting the appeals form; if it's likely to take longer, you'll be told about this.

### **Outcome of the appeal**

If your appeal is successful, the outcome will depend on the details of your individual case. If your appeal is unsuccessful, and you are dissatisfied with this, there is a further step you can take, which involves taking your appeal to the Office of the Independent Adjudicator.

Academic Services  
Quality Planning and Academic Governance  
020 7919 7520

## USING THE CAREERS SERVICE AS A POSTGRADUATE

Whatever your reasons for postgraduate study at some point you'll start thinking about the future. Whether you are unsure or have a clear idea of what you want to do, a chat with an adviser can help. Come and see us about choosing a career, application and interview advice, doing a PhD, or simply finding a part-time job. There is lots of free information you can take away and the reference library has books on everything from psychometric tests to working in the media. We have computers for you to do online career research and you can get help from our experienced information staff.

**Part-time work and volunteering** Most students find they need to work while they study. In October we host an event called 'Experience Works' where Goldsmiths students can meet up with employers from a wide range of industries. Look out for the posters from the start of term.

Part-time work will earn you cash but sometimes volunteering will give you better experience and contacts. Perhaps there might be a way you can balance the two? We can help you to find temporary, part-time and voluntary positions throughout the year. Vacancies are listed on the Careers Service website [www.goldsmiths.ac.uk/careers/jobs](http://www.goldsmiths.ac.uk/careers/jobs) or on our work experience noticeboard at the Laurie Grove office. Come in and browse at any time during our opening hours.

**Marketing yourself** Sometimes thinking about what you've got to offer and translating it to employer-speak can be hard. We can help you to analyse what you have done, including your postgraduate course, and present it in an effective way. We can also help you think about any skills gaps and what you can do to plug them.

**The recruitment cycle** Come and see us for leads on the best places to look and the most effective ways to find opportunities for a particular job sector. Many larger employers recruit to formal graduate training schemes with starting dates in the summer. These programmes usually have a closing date for applications, which can be as early as November. Not all employers of postgraduates have a formal recruitment programme and many small to medium-sized employers recruit as and when vacancies arise. To make this even more complicated some employers, particularly in the creative fields, fill positions from speculative applications and word of mouth.

**Further study** Doing a PhD is as much a career choice as any other option. Come and talk it through with us and find out about applying and funding.

**International students** Adapting to a new job market and working out how to apply can be confusing. We have leaflets explaining the basics written specifically for international students. We run two sessions each year where we cover job-hunting. Still confused? Come and see an adviser, more information below.

**Adviser appointments** These can cover anything careers-related, from examining your strengths to brainstorming career ideas. If your CV or application form needs a health check bring it in. Twenty-five minute sessions with an adviser are available Monday to Thursday, 2pm to 4.30pm, bookable from 9.30am on the day in person or by phone.

**Seminars** We run seminars such as CV writing, interview skills and finding a career. We also have events on specific career areas. We'd like to see you there. Look out for the posters or go to the Careers Service website <http://www.gold.ac.uk/careers/whats-on/>

**Gradclub** Finally, by joining our 'GradClub' scheme when you finish, you can continue to use our services for free or at a discounted rate for an additional two years. Ask for membership details at the Careers reception or go to [www.gradclub.co.uk](http://www.gradclub.co.uk).

- Find us at 23/24 Laurie Grove 020 7919 7137
- Opening hours are Monday-Friday, 9.30am-4.30pm

We look forward to meeting you.

Careers Service  
020 7919 7137  
[careers@gold.ac.uk](mailto:careers@gold.ac.uk)

### **FUNDING SCHEMES (UK/EU ONLY)**

As part of our commitment to academic excellence and widening participation, we are providing financial support to enable our students to reach their full potential at Goldsmiths.

**The Goldsmiths Bursary** - a bursary worth between £329 and £1,000 each year may be available to undergraduate students from low household income backgrounds who are in receipt of a full or partial Maintenance Grant or Special Support Grant from the Government. The Bursary is available to help with course-related costs including books, travel, and equipment and where applicable, childcare costs. For information on how to apply, please visit [www.goldsmiths.ac.uk/ug/costs](http://www.goldsmiths.ac.uk/ug/costs).

**Student Residential Hardship Bursary** - offers a 5–20% discount on Goldsmiths halls of residence fees to UK/EU undergraduate or postgraduate students from low-income families.

**Access to Learning Fund** – can provide a discretionary grant to UK undergraduate or postgraduate students who experience financial difficulties during their course.

**Short-Term Emergency Loan** – a maximum loan of £300 may be available to students who experience short-term hardship.

You can obtain details of the eligibility criteria for the above additional support schemes, as well as application forms and guidance notes from the Student Funding and Information Office, Room 124, Richard Hoggart Building, telephone:  e-mail: [student-supp@gold.ac.uk](mailto:student-supp@gold.ac.uk).

Student Services

020 7919 7757

**FEEDBACK FORM (2011-2012)**

This handbook has been written with you in mind, and we would appreciate your feedback. This will help us when we produce next year's handbooks. You do not need to give your name. All information will be treated in confidence.

1. Your name (optional)

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2. Your degree programme, eg, BA Anthropology, MA Screen Documentary, etc

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3. Please indicate which year of study you are in by ticking the appropriate box

1<sup>st</sup>

2<sup>nd</sup>

3<sup>rd</sup>

4<sup>th</sup>

other (please specify)

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4. Are you (please tick the relevant box)

a home/EU student

an overseas student?

5. Are you (please tick the relevant box)

full-time

part-time

6. Please indicate how you received this handbook

included in a Departmental mailing

at Departmental Induction meeting at the beginning of term

at first lecture

from Personal Tutor

other (please specify)

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7. If you are a continuing student, did you receive a copy of last year's handbook?

yes

no

8. If you are a student on a joint degree programme, have you also received a handbook from your other department?

yes

no

9. What information did this handbook not provide which you would have found useful?

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10. What do you think this handbook does best?

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11. And, what do you think this handbook does least well?

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12. Tell us how we can improve this handbook

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Thank you very much for your time in filling in this feedback form. Please return it to your department or post it to Quality, Planning and Governance, Goldsmiths, University of London, New Cross, London, SE14 6NW.

## HEALTH AND SAFETY (2011-2012)

### Health and Safety

Goldsmiths' policy is to provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risks to health.

The aims of this policy are:

- The elimination of hazards and reduction of risks to prevent harm to staff, students and others affected by Goldsmiths operations.
- Compliance with relevant legislation and with good practice in the higher education sector.
- Support for Goldsmiths' mission and strategic aims.
- Integration of health and safety with other management planning, strategies and responsibilities.

This policy applies to all employees, students, premises and activities under the control of Goldsmiths, including staff and students travelling off-campus in the UK or overseas on Goldsmiths business.

All staff and students are responsible for taking reasonable care that they: do not endanger themselves or others; do not deliberately damage or misuse anything provided for their health and safety; do follow health and safety instructions, regulations and policies; do report faults or dangers; and do report accidents and cooperate in any investigation to find causes and prevent a recurrence.

For more information about health and safety, please visit [www.goldsmiths.ac.uk/health-safety](http://www.goldsmiths.ac.uk/health-safety).

### Smokefree buildings

All Goldsmiths' buildings are smokefree – no smoking permitted. Also please be considerate of others and do not smoke near windows or doorways.

If you would like help to give up smoking, the NHS offers a range of free services. Visit [www.gosmokefree.co.uk](http://www.gosmokefree.co.uk).

### Fire safety

Fight the fire only if you have been trained and it is safe to do so. Activate the nearest fire alarm (red 'break glass' box on the wall next to exit doors) then leave the building by the nearest available exit and go to the fire assembly point. Do not re-enter the building until it is declared safe by Head Porter, Security or fire officer.

### Health and Safety

020 7919 7119

<http://www.gold.ac.uk/governance/policies/physical-environment/health-safety-policy/>

Goldsmiths  
University of London  
New Cross  
London SE14 6NW

Tel: 020 7919 7171  
[www.goldsmiths.ac.uk](http://www.goldsmiths.ac.uk)

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