

Postgraduate Certificate (PG Cert)/Postgraduate Diploma (PG Dip)/Master of Science (MSc) in Data Analytics for Government

Student Handbook 2017- 2018

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This material is available in alternative formats on request.

Dear Students,

Welcome to the University of Southampton and good luck on the year to come. As an incoming student on one of our Master's programmes, you've already demonstrated your ability through your undergraduate studies, and we're glad you've decided to continue your education with us at Southampton.

Within the Faculty, you may also like to know that there are numerous staff who have chosen the role of ensuring the quality and innovativeness of your experience at Southampton. My role, as Associate Dean, is to provide leadership to this group of staff, developing educational strategy and ultimately overseeing all matters to do with your education and its assessment and quality. I have a commitment to ensuring the best possible student experience and, if all is working well, I will be like the duck on the pond - calm on the surface but paddling hard underwater.

In all of our endeavours, we aim to provide a distinctive flavour to our education, both when bringing students from all over the world to Southampton, and when taking Southampton to the world. It is our hope and intention that you too will experience our different and cutting edge way of doing things, and that you will thrive and succeed in your studies and in all that University can offer you outside of your studies. Most of all, we hope that you will be happy during your time with us. This will shine through, and your positivity will be a beacon for friends, for opportunity and for achievements. Our staff are ready and willing to help you on that journey and we will be delighted to hear from you.

For now though, welcome to what we hope will be a 'home from home', and good luck for your year to come.

With best wishes,



Jim Anderson

Associate Dean (Education & Student Experience)
Professor of Mathematics
J.W.Anderson@soton.ac.uk

Welcome

Welcome to the University of Southampton. I am the Director of Programmes for Social Sciences and my responsibilities cover all aspects of postgraduate education and student matters, and primarily your experience while you study here. Whichever degree programme you are studying, you will be meeting staff and other students representing a wide spectrum of approaches to social scientific research. A lot of exciting work goes on within Social Sciences and it is our aim to give you the very best education experience and to help you feel part of what we do. As a postgraduate, you have made a significant step-change in your studies. Postgraduate work will be more demanding in a number of ways; it is more than an additional year of undergraduate study. We are confident that you will see this as an amazing opportunity to deepen your knowledge, to develop critical and evaluative thinking and develop your analytical abilities. We are confident that you will become part of a lively postgraduate community that interacts both in the classroom and socially. Indeed, we rely on you to keep that community as lively as it is!

A Master's degree is a taught programme, but you will probably find it to be more collaborative and interactive than your previous study. This will be educational in the broadest sense of the word and our ambition is to see each of you graduate with a sense of accomplishment and a feeling that your decision to come to Southampton was definitely the right one. Our postgraduate community includes doctoral researchers and you may find yourself drawn towards a PhD. If so, your MSc is the foundation for success at that level. If your ambitions lie in other directions, the MSc confirms your abilities of analysis, judgement, synthesis and communication. You will be well prepared for success whichever path you choose.

This Programme Guide contains a compendium of useful information about studying in Social Sciences at the University of Southampton. You will find a summary and glossary of terms section below to assist you in navigating the information. If you lose this Guide, you can access it [online](#).

If anything in the Guide is unclear or if you have any questions that the Guide does not answer, Faculty staff are here to help. Questions about specific module material should be addressed to the module lead. Questions of a general academic nature should be addressed to the Programme Co-ordinator/Personal Academic Tutor assigned to you. The postgraduate programme coordinator for Official Statistics and Data Analysis for Government is Paul Smith. You can view the name of your Personal Academic Tutor on your student record which can be accessed via [SUSSED](#).

In addition, staff working in the Faculty Student Administration Office located in Building 58, level 2 can explain and advise on many matters. In short, there is a wealth of support and you should use all that we make available to you.

Should you have a health condition that would benefit from additional support, it is essential that you contact the [education support services](#) at the earliest opportunity. This is particularly important if you feel that you would need extra assistance during examination periods.

If you need further pastoral support, please call at the Faculty Student Administration Office, where you will be able to talk to someone about your needs and be advised of additional sources of support. We take student support very seriously, but you must seek that support when you need it. Please do so. However, the key point is that your postgraduate studies should be exciting and transformative. I hope you enjoy your time here and that postgraduate study is everything you thought it would be.



Dr Emanuela Lotti
Director of Programmes, Social Sciences
September 2017

This booklet contains information about the PG Certificate/PG Diploma/MSc in Official Statistics. It includes information about the modules available this academic year, assessment procedures and other Departmental policies. For any other information see the Programme Co-ordinator, Mr. Paul Smith.

New postgraduate students register on the first day of the first module they attend. Continuing students should be able to register online from the University's homepage www.southampton.ac.uk. This will confirm which modules you have chosen to attend for the coming academic year. There is the opportunity to change modules at the start of each semester.

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1. General Information

The information contained within your programme handbook is designed to provide key information applicable to you and your programme during the 2017/18 academic year. It will complement the University's Student Portal. You can access the Portal by logging on to [SUSSED](#), using your user name and password, and clicking on the Students tab in the top navigation bar. It is important that you make use of these resources as they support the regulations relating to your obligations and that of the University while you are a student at the University of Southampton. It also provides helpful information on matters such as housing, finance, leisure, healthcare and support facilities.

FSHMS HUB

The [FSHMS Hub](#) is an information resource for undergraduate and postgraduate taught students in the Faculty of Social, Human and Mathematical Sciences. This is designed to be a one-stop shop to direct you to everything you need to navigate your academic journey with us. Containing How To Guides, links to services across the University, copies of all the forms you might need, contact details for academic staff members and your Student Offices, and much, much more, this should be your first port of call for any information you need as a student in the Faculty.

Resource	Weblink
Academic integrity	http://www.calendar.soton.ac.uk/sectionIV/academic-integrity-regs.html
Blackboard	http://blackboard.soton.ac.uk/
Faculty website	http://www.southampton.ac.uk/about/departments/faculties/faculty-social-human-sciences.page
Faculty staff information	Social Sciences
Library	http://www.soton.ac.uk/library/
Programme and module descriptions	Your programme structure (i.e. which modules make up your programme) is available via the online programme catalogue, which is accessible via Banner Self Service Your programme structure (ie which modules make up your programme) is available in your programme specification and via the online programme catalogue, which is accessible via Banner Self Service . http://www.southampton.ac.uk/socsci/
Programme regulations	The Regulations and Definitions Applying to Progression for all Credit-Bearing Programmes should be read in conjunction with your own programme regulations which detail any supplementary regulations specific to your programme of study.
Educational support services	Enabling Services provides a wide variety of support for students who have disabilities, mental health problems or specific learning difficulties. Its expert team can provide advice and support relating to your studies throughout your time here.
Academic skills hub	http://library.soton.ac.uk/sash

1.1 Your student office

You should contact the Programme Administrator in the Professional Training Team for all general queries relating to the administration of your programme (this may include coursework submissions and collection of feedback, module registration changes, special considerations requests, sickness self-certification forms, suspension and withdrawal requests).

Opening Hours: Monday to Friday
9.00am to 5.00pm

Location and contact details: MSc Official Statistics & Data Analytics for Government Administrator
Professional Training Team
Building 58, Room 2127
moffstat@socsci.soton.ac.uk

1.2 How we keep in touch with you

Email

We will use your University email account to contact you when necessary. We will not use any other email accounts or social networking sites. It is your responsibility to check your University email account regularly and you must not let your inbox exceed your storage limit. Notification that you are due to exceed your storage limit will be sent to your University email account and you should take immediate action as you will be unable to receive further emails once your storage limit has been exceeded.

Written Correspondence

Formal correspondence regarding your programme of study (e.g. suspension, transfer or withdrawal from programme, academic performance (including progression/referral information), issues of academic integrity, student complaints and academic appeals) will be sent to your term-time (TT) or permanent (PM) address listed as active on your student record. You are responsible for advising the University if you change your permanent or term-time address. The University will not be held accountable if you do not receive important information because you failed to update your student record.

Use of social networking sites

We understand that students are increasingly using social networking sites to interact with members of their student community. You should note that any behaviour that affects other members of the University community or members of the general public in ways which might damage the standing and reputation of the University may be subject to disciplinary action within the scope of the [University's Regulations](#).

1.3 Confirmation of your student enrolment status

The Faculty Student Office can provide you with a certificate to confirm your status as a student (e.g. for bank account opening purposes). Please ensure that you give at least 48 hours' notice of your requirements (longer at peak times such as at enrolment or during the examination periods). Your award certificate will be produced using the legal name data you have provided within your student record. Please make any necessary amendments to your record immediately a change occurs to ensure that your certificate contains accurate information. Changes are made via [Banner Self Service](#).

In accordance with policy, a scale of fees exists for the provision of certificates, transcripts and award certificates. Please see point 11 '*Transcripts, Certificates and Award Letters*' within the [fees section of the University Calendar](#) for a list.

1.4 Semester Dates 2017-2018

Semester 1

Thursday 28 September 2017 – Sunday 28 January 2018

Christmas vacation: Sunday 17 December 2017 - Sunday 7 January 2018

Semester 2

Monday 29 January 2018 - Saturday 16 June 2018

Easter vacation: Sunday 18 March 2018 - Sunday 15 April 2018

The Almanac of all University dates can be found at <http://www.almanac.soton.ac.uk/>

2. Supporting you through your studies

2.1 The role of your Personal Academic Tutor

Your personal academic tutor throughout the length of the programme is the Programme Coordinator, Mr. Paul Smith.

You are reminded of the importance of keeping in regular contact with your personal academic tutor, who will be able to offer you advice on all matters connected both with your programme of study e.g. module/programme selection, study methods, and with University life generally. You are also advised to discuss with your tutor any matters which you feel might affect your studies, e.g. personal, medical or financial problems. While your tutor cannot be expected to be an expert on every matter, frequently he will have experience of similar problems with previous students and if unable to deal with the matter personally can advise from whom guidance can be sought. In particular, if you are experiencing any difficulties which you feel may affect your academic performance you should raise these with your tutor as soon as they occur. To ensure that the Faculty can provide you with support and advice, it is vital that you do not wait until after examination results have been announced. At the end of the programme it will normally be your personal academic tutor who writes you a reference. If you wish to consider suspending or withdrawing from your programme, you should discuss this with your tutor in the first instance.

It is Social Science policy that you should meet your personal academic tutor at least once every term. On this Programme it is assumed that students will take advantage of their tutor's presence when they are attending modules or if appropriate via email.

You may wish to give the name of your tutor for a reference when applying for jobs. Most tutors will be pleased to write references for you. However it is a courtesy to ask your tutor's permission before giving his name as a referee.

2.2 What to do if you are ill

It is important that your doctor (as well as your Personal Academic Tutor) is immediately informed of any illness that is likely to affect your studies. You may wish to ask your GP for written confirmation of your health difficulties

if you feel that these may be affecting your academic performance, which you may then wish to pass on to your Personal Academic Tutor. More information can be found in the [General Regulations – Attendance and Completion of Programme Requirements](#)

2.3 External factors affecting your attendance or performance in your studies

We expect you to take responsibility for your studies to ensure that your full academic potential can be realised. However, sometimes difficulties can arise that can affect you.

If you are absent from an examination or other assessment or have other grounds for believing that your studies have been affected by external factors you must bring this to the attention of your academic tutor or to the Student Office immediately. Whilst we recognise that students can sometimes be reluctant to discuss cultural, sensitive or personal issues, it is essential that you bring problems affecting you to our attention immediately so that we can determine how best to help you.

2.4 Special considerations

If you believe that illness or other circumstances have adversely affected your academic performance, this is known as Special Considerations. If you wish for these circumstances to be considered by the Faculty you must complete a Special Considerations form. **It is important that you submit this to your Student Office in a timely manner (normally not more than five working days after any assessment or deadline that may have been affected by the circumstances).** All claims must be substantiated by written documentary evidence, eg a medical certificate or GP/consultant letter, self-certification or a statement from your Personal Academic Tutor. The purpose of asking for supporting documentation is for you to be able to corroborate the facts of your submission.

All claims will be reviewed by the Special Considerations Board which meets regularly throughout the year. You will be notified of the outcome of your claim once the Board of Examiners has considered the recommendation of the Special Considerations Board. Full details of the University's policy on Special Considerations can be found [here](#).

2.5 Fitness to study

The [Fitness to Study](#) policy applies to enable the University to respond appropriately to situations where visible signs of illness, mental health difficulties, psychological, personality or emotional disorders may have a profoundly disturbing impact on the functioning of an individual student and/or the wellbeing of others around them. The University has a positive attitude towards those with impairments and is committed to maintaining students' wellbeing. The policy identifies the procedure and support available to both students and staff when a student becomes unwell and/or presents a risk to self and/or others.

2.6 Suspending your studies

Should you feel that you need to take some time out from your studies, known as [suspending your studies](#), you should first discuss this with your Personal Academic Tutor. A Suspension Request form should be obtained, completed and returned to the Student Office. Please note that, if you wish, you can suspend your studies in order to undertake an internship or period of industrial training outside of normal vacation time.

2.7 Withdrawing from your studies

If you no longer wish to continue with your studies, a Withdrawal Notification form should be obtained, completed and returned to the Student Office. Further information can be found in the [General Regulations – Transfer, Suspension, Withdrawal and Termination](#). The Students' Union Advice Centre has developed a [Guide](#) for students.

3. Your safety

Ensuring student health and safety is a major goal of the University. As a new student you will have received information on Personal Safety and H&S/Fire Safety as part of your 'Southampton Welcome'. Both new and existing students should also take a look at the following links for further information:

www.susu.org/support

<http://www.southampton.ac.uk/hr/services/health-and-safety/index.page>

The University statement of Health and Safety Policy Statement and Management System, which defines commitment, governance, responsibilities and management of health and safety is available here: <http://www.southampton.ac.uk/hr/services/health-and-safety/index.page>

The Faculty's Health and Safety Local Arrangements document is available at <https://groupsite.soton.ac.uk/Administration/FSHS-Health-and-Safety/Documents/Forms/AllItems.aspx>.

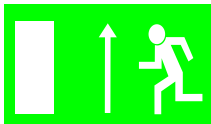
3.1 Local arrangements

Key local Health and Safety arrangements are as follows. If you have questions relating to any of the following information please contact a member of the Faculty Health and Safety team, details of which you will find at the end of this section.

3.2 Action in the event of a fire



If you notice or suspect that there is a fire you should immediately raise the alarm by operating the nearest fire alarm call point (one will be located on the wall as you leave the building). The fire alarm is a continuously ringing bell.



On hearing the alarm you should immediately stop what you are doing and make your way out of the building by following the green emergency exit signs to the nearest exit, shutting doors behind you as you leave. Do not stop or return to collect personal belongings. Do not use lifts unless you have a Personal Emergency Evacuation Plan (PEEP).



On leaving the building make your way to the assembly point. Ensure any car parks or roads are kept clear for emergency vehicles. Do not re-enter a building until you are told it is safe to do so by the Fire & Rescue Service, the senior Fire Warden or Security staff.

Fire extinguishers are provided in buildings but should only be used by those trained in their use and only if it is safe to do so.

Evacuation alarms are tested weekly. The times of these tests are detailed near main entrances to buildings. When tests take place the bell will ring for no more than a few seconds.

If you have a permanent or temporary mobility impairment that affects your ability to use stairs to exit a building then you should have been notified to Health and Safety personnel in order for a PEEP to be developed. If this has not been done please contact the Health and Safety team using the details overleaf.

3.3 Assembly points

Building	Assembly point
B32 (Education)	Visitor car park at North end of B32 (Burgess Road end).
B34 (Education)	Area around flag pole in front of University library.
B39 (S3RI)	Car park in front of B54
B44 (Geography / Psychology)	Grassed area in front of University Health Service Building (North end of Physics building).
B44a (Psychology)	Car park in front of B44 (Shackleton)
44 Chamberlain Rd (Psychology)	Car park in front of B44 (Shackleton)
B54 (Mathematics) and B56	Grassed area adjacent to Turner Sims Concert Hall.
B58 (Social Science)	Grassed area in front of University Health Service Building (North end of Physics building).
Other buildings	Check the emergency information that should be displayed on a noticeboard in teaching rooms.

3.4 First Aid



In the event of an accident causing injury, the nearest first-aider should be contacted. Their details are displayed on signs in corridors. Alternatively, contact security on 3311 using an internal phone and they will assist. Following treatment, the incident must be reported to your line manager/supervisor and the Faculty Health and Safety team.

3.5 Incident Reporting



If you are involved in an accident or incident, spot a hazardous situation or are concerned that you are being asked to do something without the necessary information, instruction or training that would ensure your safety, please report this to your supervisor and the Faculty Health and Safety team. The circumstances can then be investigated and measures put in place to minimise future risk.

Incidents can be reported online at: <https://www.southampton.ac.uk/healthandsafety/incident-report.page>

3.6 Induction and Training

As a new student you should have the following expectations with regard to Health and Safety:



- To be made aware of local emergency arrangements and H&S contacts on your first day.
- To receive a local induction before using any laboratory or workshop area. This will identify hazards and make you aware of particular procedures in place to help ensure your safety.
- That risk assessments and other written arrangements that maintain good H&S in all your activities will be brought to your attention by your supervisor.

3.7 Building Access

Most University buildings are open to all from 08.00-18.00 Mon-Friday excluding University and public holidays. All undergraduate students must leave buildings by 18.00. Access by ID card may be available to postgraduate students from 06.00-23.00 depending on student status. Buildings are to be clear by 23.00 and remain so until 06.00 (Closure Period) unless you have particular need which must be approved by your Head of Academic Unit.

3.8 Out-of-Hours Policy

The Out-of-Hours Policy covers the Closure Period from 11.00pm through to 6.00am the following day and applies to every day of the year, including weekends and Public Holidays. You must have received approval to work during the closure period from your Head of Academic Unit and this must be documented using **Form 1.5** available from the link <http://www.southampton.ac.uk/estates/what-we-do/security.page> When you are present in the building you should have access to a completed copy of this form, along with your University ID.

3.9 Further Information

More detailed information, forms and links to other sources of advice are available on the [FSHMS H&S site](#).

3.10 Contact Information

Your primary contact should be your personal academic tutor. However, the following contacts may be used if necessary:

Faculty Health and Safety Team (Social, Human and Mathematical Sciences)				
Pete Dargie	Faculty Health and Safety Officer	44/3011	023 8059 4513	P.G.Dargie@soton.ac.uk
Peter Morgan	Health and Safety Officer - Geography and Environment	44/1017	023 8059 4673	P.R.Morgan@soton.ac.uk
Safety and Occupational Health				
Safety and Occupational Health (SOH)	Please contact SOH if local contacts are not available	26 University Road	023 8059 3277	soh@soton.ac.uk
Security - Central Control Room (CCR)				
CCR	023 8059 3311 (Emergency)	023 8059 2811 (Enquiries)		unicc@soton.ac.uk

4. Your Academic Programme

4.1 The academic year and the programme structure

The structure and modular content provided within the programme specification is specific to your own programme. You can view your programme specification via [SUSSED](#).

The taught components of the programme are delivered in modular form and typically run over two semesters. The teaching weeks are followed by a two to three week examination period. The semesters overlap the traditional three term structure which still determines the pattern of vacations at Christmas and Easter.

For any given programme a module is either core, compulsory, or an option. Definitions of these and of the rules surrounding compensation are provided in the [General Regulations - Regulations and Definitions Applying to Progression for all Credit-Bearing Programmes](#).

Core Module: A Core Module is a module which must be taken and Passed by all students on a particular programme. Core Modules may not be Passed by Compensation. Where programme regulations specify, a student may be required to select a Module from within a group of Modules, which, once selected, becomes Core.

Compulsory Module: A Compulsory Module is a Module which must be taken by all students on a particular programme. Compulsory Modules may be Passed by Compensation.

Option Module: An Option Module is a Module selected from a group of available Modules which does not become Core or Compulsory on selection. Option Modules may be Passed by Compensation.

Compensation: Pass by Compensation is the award of credit for a Failed Module on the basis that overall performance elsewhere in the Part is sufficient to merit the passing of that Part and the learning outcomes of the programme as a whole will be met.

Non-Compensatable Fail: A Non-Compensatable Fail is a Failed Module which cannot be Passed by Compensation. A Failed Module is Non-Compensatable if the mark achieved for the Module is lower than the Qualifying Mark, or if the Failed Module is a Core Module for the programme.

Pass Mark: The Pass Mark is the minimum mark that must be achieved in order to pass. It may be applied to a Module to an Average Mark or to a Final Average Mark.

The University standard Module Pass Mark for Standalone Masters students taking modules at all levels is 50 ([Regulations for Progression, Determination and Classification of Results: Standalone Masters Programmes](#) (section 3)).

Qualifying Mark: The Qualifying Mark is the minimum mark that must be achieved in a Module in order for a Pass by Compensation to be awarded.

Unless stated in the programme regulations (and subject to paragraph 3.2 of the [Regulations for Progression, Determination and Classification of Results: Standalone Masters Programmes](#)), the University standard Qualifying Mark for Standalone Masters programmes is 35.

Your student record should automatically record core and compulsory modules and these must be completed in accordance with the requirements for progression applicable to your programme. Most programmes will have a number of option modules. If applicable you will need to select a certain number of option modules to complete your portfolio of modules and fulfil the credit points as required for the programme.

4.1.1 Taking modules as Continuing Professional Development (CPD)

Individual modules can be taken as stand-alone short courses for the purposes of Continuing Professional Development. Students need to register and a fee is payable. When a student attends a module and takes the assessment, the marks will be recorded and may in certain circumstances be used towards the MSc, Diploma or PG Certificate in Official Statistics.

4.1.2 Recognition of prior learning (carrying in modules taken as CPD)

The University's regulations limit the proportion of a course which may be passed as *recognised prior learning* (RPL) to one-third of the ECTS / CATS points for the course. When registering and carrying in RPL, the full fee for the registration is normally payable, so it will always be cheaper to register directly for the course you wish to follow. If you plan to accumulate modules as CPD and then register for one of the qualifications, you are strongly advised to check with the MDataGov Programme Coordinator that your plan is allowed under the regulations and what the overall costs will be *before* beginning your studies.

4.2 Registering for your option modules

When choosing your options, you are strongly advised to ensure that you have a similar total number of modules in Semester 1 and Semester 2, to maintain a balanced workload throughout the year. Once you have registered your options, it is possible for you to make changes but there are restrictions. The substitution of modules is not allowed (i.e. you cannot take an extra module in semester 2 to replace a semester 1 module in which you failed to perform well).

You may request a change to your option module choice up to the **end of week 2** in each semester. You should complete a Change of Module form to specify your request (forms can be obtained from the Student Office). If your option module choices clash in your timetable, then you will need to amend your option choice accordingly by contacting the Student Office immediately.

You should regularly check your online student record for details of your registered modules. This is particularly important after you have made any changes and will help to maintain the accuracy of your student record. It will also save time and confusion during the examination period.

4.3 Attendance

The University's [Attendance Regulations](#) detail the University's general expectations placed upon you as a student.

Attendance for the formal teaching period is compulsory for all modules. In addition, attendance during all five days (see Section 4.5) is essential for modules with computing labs where specialist computing packages are used.

4.4 Additional Costs

You may incur additional costs as a result of your programme, for example for materials, field trips or books. General programme costs are located in the programme specification. Option modules that are available to select may also include information on module specific costs.

Faculty	Social, Human and Mathematical Sciences
Academic Unit	Social Sciences
Programme Code and Title	8080 (Full-time), 8081 (Part-time) MSc Data Analytics for Government
Academic Year	2017/18

Main Item	Sub-section	PROGRAMME SPECIFIC COSTS
Approved Calculators		Candidates may use calculators in the examination room only as specified by the University and as permitted by the rubric of individual examination papers. The University approved model is Casio FX-570 This may be purchased from any source and no longer needs to carry the University logo.
Stationery		You will be expected to provide your own day-to-day stationery items, e.g. pens, pencils, notebooks, etc. Any specialist stationery items will be specified under the Additional Costs tab of the relevant module profile.
Textbooks		Where a module specifies core texts these should generally be available on the reserve list in the library. However due to demand, students may prefer to buy their own copies. These can be purchased from any source. Some modules suggest reading texts as optional background reading. The library may hold copies of such texts, or alternatively you may wish to purchase your own copies. Although not essential reading, you may benefit from the additional reading materials for the module.
IT	Software Licenses	All specific pieces of software required as part of your programme are available on the University's public workstations. Statistical software can be downloaded via iSolutions for free: https://www.software.soton.ac.uk
	Hardware	The University's public workstations, loaded with statistical and more generic software, are available to you for use. You may, however, benefit from having your own PC, laptop or tablet, and a USB stick.
Printing and Photocopying Costs		Coursework such as essays and reports are submitted on line. Your dissertation is also submitted online. Printed copies are no longer required. Information about generic University printing, including printing costs, can be found here: https://www.southampton.ac.uk/isolutions/students/printing/ Information about dissertation printing can be found here: http://www.southampton.ac.uk/printcentre/dissertation_thesis/index.page .

Please also ensure you read the section on additional costs in the University's Fees, Charges and Expenses Regulations in the University Calendar available at www.calendar.soton.ac.uk.

4.5 Format of modules

Each module is taught over a one week period, either at ONS Newport or at the University of Southampton. The location of modules will usually be made available at the beginning of each year. It is your responsibility to make any necessary arrangements for travel and accommodation. (The Department will provide a list of accommodation available in Southampton).

The basic format for the modules is the following:

Monday to Thursday – formal teaching, workshops and exercise sessions

Friday – may be formal teaching for half of a day or independent work with a tutorial session

The number of formal teaching days will be made available to you in the timetable included in the module outline that is made available on the programme webpage which can be found via <https://www.southampton.ac.uk/courses/taught-postgraduate.page> approximately three weeks prior to the commencement of the module.

The module outline also includes a suggested reading list. You should review and revise the recommended reading prior to undertaking the module.

4.6 Further information about the programme

4.6.1 Programme Outline

Compulsory Modules (modules marked * must be taken in year 1) (Modules in *italics* are running in 2017/18)

<i>(no code)*</i>	<i>Introduction Module</i>
STAT6103	<i>Statistical Programming</i>
STAT6114	<i>Data Science Foundations</i>
STAT6116	<i>Survey Fundamentals</i>
STAT6088	<i>Statistics in Government</i>

Option Modules (Modules in *italics* are running in 2017/18)

STAT6094	<i>Statistical Disclosure Control</i>
STAT6092	Survey Data Collection
STAT6090	<i>Generalised Linear Models</i>
STAT6115	Additional Survey Estimation
STAT6102	<i>Multilevel Modelling</i>
STAT6107	Analysis of Complex Survey Data
STAT6105	<i>National Accounts</i>
STAT6106	Small Area Estimation
STAT6091	<i>Index Numbers</i>
STAT6087	<i>Time Series Analysis</i>
STAT6096	<i>Introduction to Survey Research</i>
STAT6089	<i>Evaluation and Monitoring</i>
STAT6095	<i>Regression modelling</i>
DEMO6020	<i>Demographic methods</i>

Note

- Each single module is worth 5 European Credit Transfer System (ECTS) points (10 Credit Accumulation and Transfer System (CATS) points). Students must obtain 60 ECTS/120 CATS points for the Diploma or 30 ECTS/60 CATS points for the Certificate
- Students must take 8 option modules for the Diploma. To be awarded the Certificate students must complete the 4 compulsory modules STAT6088, STAT6103, STAT6114 and STAT6116, and 2 option modules
- **The Introduction Module is compulsory for all incoming students.** The aim is to provide a revision of mathematics and statistical theory in preparation for the programme and ensure that students are at a unified level. It also includes an introduction to R.
- The Department reserves the right to cancel any module if insufficient numbers opt to take it
- Students have 4 years to complete the modules required for the Diploma and 2 years to complete the Certificate.

Timetable 2017-2018

Semester 1					
Module	Description	Pre-requisites	Location	Dates 2016/17	Assessment
(no code)	Introduction Module*	None	Southampton	11 Sep – 15 Sep	
STAT6096	Introduction to Survey Research	None	Newport	02 Oct – 06 Oct	Exam
STAT6094	Statistical Disclosure Control	STAT6093 or STAT6116	Southampton	9 Oct – 13 Oct	Exam

STAT6105	Economics and National Accounts	None	Newport	16 Oct – 20 Oct	Exam
STAT6089	Evaluation & Monitoring	STAT6095	Southampton	30 Oct – 03 Nov	Coursework
DEMO6020	Demographic Methods I	None	Southampton	13 Nov – 17 Nov	Exam
STAT6111	Administrative Data in Official Statistics †	None	Southampton	20 Nov – 24 Nov	Exam
STAT6116	Survey Fundamentals	None	Southampton	27 Nov – 1 Dec	Exam
STAT6090	Generalised linear models	STAT6095	Southampton	11 Dec – 15 Dec	Coursework
Semester 2					
Module	Description	Pre-requisites	Location	Dates 2016/17	Assessment
STAT6110	Official Statistics in a European context †	None	Southampton	22 Jan – 26 Jan	Exam
STAT6095	Regression Modelling	None	Southampton	29 Jan – 02 Feb	Coursework
STAT6102	Multilevel modelling	STAT6095	Southampton	12 Feb – 16 Feb	Coursework
STAT6087	Time Series Analysis	STAT6095	Southampton	26 Feb – 02 Mar	Coursework
DEMO6022	Demographic Methods II	DEMO6020 or DEMO6028	Southampton	12 Mar – 16 Mar	Exam
STAT6088	Elements of Official Statistics	None	Southampton	19 Mar – 23 Mar	Exam
STAT6091	Index Numbers	STAT6093 STAT6095	Southampton	09 Apr – 13Apr	Coursework
STAT6103	Statistical Computing	None	Southampton	June or July tbc	Coursework

Note: The module marked * must be taken in year 1.

The modules marked † are additional modules, designed for those wishing to gain EMOS accreditation. We are seeking this accreditation for MDataGov, but it currently only applies to MOffStat. Both may be taken as standalone CPD courses. STAT6111 will only run if there is sufficient demand.

Provisional List of Modules for 2018/2019 Academic Year

Compulsory Modules

(no code)*	Introduction Module
STAT6103	Statistical Programming
STAT6114	Data Science Foundations
STAT6116	Survey Fundamentals
STAT6088	Statistics in Government

Option Modules

STAT6091	Index Numbers
STAT6087	Time Series Analysis
STAT6096	Introduction to Survey Research
STAT6089	Evaluation and Monitoring
STAT6095	Regression modelling
DEMO6020	Demographic methods
STAT6092	Survey Data Collection
STAT6115	Additional Survey Sampling and Estimation
STAT6107	Analysis of Complex Survey Data

Provisional List of Modules for 2019/2020 Academic Year

Compulsory Modules

(no code)*	Introduction Module
STAT6103	Statistical Programming

STAT6114	Data Science Foundations
STAT6116	Survey Fundamentals
STAT6088	Statistics in Government

Option Modules

STAT6091	Index Numbers
STAT6087	Time Series Analysis
STAT6096	Introduction to Survey Research
STAT6089	Evaluation and Monitoring
STAT6095	Regression modelling
DEMO6020	Demographic methods
STAT6106	Small Area Estimation
STAT6107	Analysis of Complex Survey Data
STAT6111	Administrative Data in Official Statistics† (EMOS module, not an option on MDataGov)

4.6.2 Booklist

a) A selection of books for the Survey Sampling & Estimation modules

- Bethlehem, J. (2009) *Applied Survey Methods: A Statistical Perspective*. New York: Wiley.
- Lohr, S.L. (2009) *Sampling: Design and Analysis*, 2nd edition. Cengage Learning.
- Foreman, E. K. (1991) *Survey Sampling Principles*. New York: Marcel Dekker.
- Cochran, W. G. (1977) *Sampling Techniques*. 3rd Ed. New York: Wiley (paperback).
- Levy, P.S. and Lemeshow, S. (1999). *Sampling of Populations: Method and Applications*; 3rd edition. New York: Wiley.
- Sarndal, C.E., Swensson, B. and Wretman, J. (1991) *Model Assisted Survey Sampling*. New York: Springer.
- Valliant, R., Dorfman, A.H. and Royall, R.M. (2000) *Finite Population Sampling and Inference: a Prediction Approach*. New York: Wiley.
- Lehtonen R and Pahkinen EJ (1996) *Practical Methods for Design and Analysis of Complex Surveys*. Revised Ed, Chichester: Wiley.
- Bethlehem J., Cobben F. and Schouten B. (2011) *Handbook of Nonresponse in Household Surveys*. Hoboken: Wiley.
- Cox B.G. et al (1995) *Business Survey Methods*. New York: Wiley.
- Groves R., Dillman D.A., Eltinge J.L. and Little R.J.A. (2002) *Survey Non-Response*. New York: Wiley.
- Särndal, C.-E. and Lundström, S. (2005) *Estimation in Surveys with Nonresponse*. Chichester: Wiley.

b) A selection of books for the Data Science module

- Schutt, R. and O'Neil, C. (2013) *Doing data science: Straight talk from the frontline*. O'Reilly Media, Inc.
- Davenport, T. (2014) *Big data at work: dispelling the myths, uncovering the opportunities*. Harvard Business Review Press.
- Jurney, R. (2013) *Agile data science: building data analytics applications with hadoop*. O'Reilly Media, Inc.
- Aiden, E. and Michel, J.B. (2013) *Uncharted: big data as a lens on human culture*. Penguin.

c) A selection of books for the Data Analysis modules

- Herrings, S.G., West, B.T. and Berglund, P.A. (2010) *Applied Survey Data Analysis*. Chapman and Hall/CRC.
- Draper, N.R. and Smith, H. (1998) *Applied Regression Analysis*. New York: Wiley.
- Agresti, A. (2007). *An Introduction to Categorical Data Analysis*, 2nd edition. Wiley.
- Agresti, A. (2002). *Categorical Data Analysis*, 2nd edition. Wiley.
- Dobson, A. J. and Barnett A. (2008) *An Introduction to Generalized Linear Models, 3rd edition*. Florida: Chapman and Hall.
- McCullagh, P. and Nelder, J.A. (1989) *Generalized Linear Models, 3rd edition*. Florida: Chapman and Hall.
- Chambers, R.L. and Skinner, C.J. (2003) *Analysis of Survey Data*. New York: Wiley.
- Valliant, R., Dever, J. A. and Kreuter, F. (2013) *Practical Tools for Designing and Weighting Survey Samples*. New York: Springer.
- Krzanowski, W.J. (1998). *An Introduction to Statistical Modelling*. Arnold.
- Snijders, T.A.B. and Bosker, R.J. (1999) *Multilevel Analysis: An Introduction to Basic and Advanced Multilevel Modeling*. California: Sage.
- Singer, J.D. and Willett, J.B. (2003) *Applied Longitudinal Data Analysis: Modelling Change and Event Occurance*. Oxford: Oxford University Press.
- Hosmer, W. H. and Lemeshow, S. (2000). *Applied Logistic Regression*, Second Edition. New York: Wiley.
- Weisberg, S. (1995). *Applied Linear Regression*, Second Edition. New York: Wiley.

d) A selection of books for the Survey Methods modules

- Groves, R.M., Fowler, F.J., Couper, M.P., Lepkowski, J.M., Singer, E. and Tourangeau, R. (2009) *Survey Methodology, 2nd Edition*. New York: Wiley.
- Fowler, F.J. (2008): *Survey Research Methods, 4th edition*. California: Sage.
- Moser, C. and Kalton, G. (1985) *Survey Methods in Social Investigation*. Maine: Dartmouth.
- Baker, R., Couper, M.P., Bethlehem, J., Clark, C., Martin, J., Nicholls, W. and O'Reilly, J. (1998) *Computer Assisted Survey Information Collection*. New York: Wiley.
- Lyberg, L.E., Biemer, P., Collins, M., deLeeuw, E.D., Dippo, C., Schwarz, N. and Trewin, D. (1997) *Survey Measurement and Process Quality*. New York: Wiley.
- Groves, R.M. (1989) *Survey Errors and Survey Cost*. New York: Wiley.

Lessler, J.T. and Kalsbeek, W.D. (1992) *Nonsampling Error in Surveys*. New York: Wiley.

The Survey Kit Series (1995) California: Sage Publications.

Czaja, R. and Blair, J. (2005) *Designing Surveys: A guide to decisions and procedures*. Second Edition. London: Sage.

e) A selection of books for the Demography module

Siegel, J.S. (2001) *Applied Demography Applications to Business, Government, Law and Public Policy*. Calif.: Academic Press.

Rowland, D.T. (2003) *Demographic Methods and Concepts*. Oxford University Press.

Preston, S.H., Heuveline, P. and Guillot, M. (2000) *Demography: Measuring and Modeling Population Processes*. New York: Wiley.

f) A selection of books for the Time Series module

Chatfield, C. (2004) *The Analysis of Time Series: An Introduction, Sixth edition*. Florida: Chapman and Hall.

Harvey, A.C. (1989) *Forecasting Structural Time Series Models and the Kalman Filter*. Cambridge University Press.

Harvey, A.C. (1993). *Time Series Models*, 2nd edition.

Wei, W. S. (1994) *Time Series Analysis: Univariate and Multivariate Methods*. Addison-Wesley, Inc.

g) Other books

Diewert, W.E. and Nakamura, A.O (eds.) (1993), *Essays in Index Number Theory*, Volume 1, Amsterdam: North Holland.

Understanding National Accounts (2006). OECD Publishing.

Willenborg, L. and de Waal, T. (2001) *Elements of Statistical Disclosure Control*. New York: Springer.

DeGroot, M.H. and Schervish, M. (2001) *Probability and Statistics, 3rd edition*. Addison Wesley.

4.7 Members of the Department

The Department of Social Statistics and Demography is based in the Murray Building (Bldg 58) and the Social Statistics Research Centre (Bldg 39). The office responsible for the administration of the programme is the Professional Training Team (room 2123) in the Murray Building. You can contact the office either by telephone or email:

Telephone: 023 8059 7782

Email: moffstat@socsci.soton.ac.uk

Head of Department

Nikos Tzavidis (Room 4026, Building 58 (Murray Building))

Programme Coordinator

Paul Smith (Room 4139, Building 58 (Murray Building))

Programme Administrator

Claire Woodley (Room 2123, Building 58 (Murray Building))

Members of Staff Related to the Cert/Diploma/MSc:

Claire Bailey	(Head of Teaching Programmes)
Yves Berger	(Examinations Officer)
*Marie Cruddas	(Office for National Statistics)
Gabriele Durrant	(Southampton Statistical Sciences Research Institute)
*Duncan Elliott	(Office for National Statistics)
Angela Luna Hernandez	(Southampton Statistical Sciences Research Institute)
Allan Hill	(Social Statistics and Demography)
Andy Hinde	(Social Statistics and Demography)
Dave Holmes	(Southampton Statistical Sciences Research Institute)
*Daniel Lewis	(Office for National Statistics)
Danny Pfeffermann	(Southampton Statistical Sciences Research Institute)
Peter van der Heijden	(Southampton Statistical Sciences Research Institute)
*Robin Youll	(Office for National Statistics)
Li Chun Zhang	(Southampton Statistical Sciences Research Institute)

* Staff from ONS are only expected to be involved in modules which are part of the MOffStat programme in 2017/18. In future years the University will provide staff for these modules.

Other Members of Staff in the Department of Social Statistics and Demography

Fiifi Amoako Johnson
Ann Berrington
Jakub Bijak
Amos Channon
David Clifford
Jane Falkingham
Vicky Hosegood
Nyovani Madise
Zoë Matthews

Nuala McGrath
Sarah Neal
Sabu Padmadas
Brienna Perelli-Harris
Peter Smith
Patrick Sturgis
Heini Vaisanen
Agnese Vitali

4.8 Faculty Exchanges / Placement Opportunities

It is hoped that the MSc in Data Analytics for Government programme will be added to the list of programmes associated with the European Masters in Official Statistics (EMOS). If so, students may elect to supplement the MDataGov course with the European Masters in Official Statistics (EMOS) accreditation. This involves two additional modules, and a placement. Many MDataGov students will already be working in a relevant statistical environment, in which case their placement will usually be represented by their dissertation (as long as it is on a work-related topic). The university works with the Office for National Statistics to make EMOS available, so in rare cases where a placement is not automatic, we would seek to organise one with the ONS (which may be subject to approval or vetting).

5. Faculty Teaching and Learning Skills

5.1 Time management

It is your responsibility to manage your time in order to ensure that you keep up to date with the material presented and with the requirements of the programme. Deadlines for work submission should be adhered to, otherwise marks will be deducted via the imposition of a late submission penalty. However, the framework of when lectures and classes occur and deadlines for submission of work will be made available to you well in advance, but if you are unclear about any aspect of your module you should talk this through with your module lead or programme director. This knowledge will allow you to plan your life based on how you know you work best. Effective use of your time will allow you to perform well on your course and to enjoy student life. One of the work-place skills you should aim to acquire at University is the ability to manage multiple priorities. If you have problems in this area please discuss them with your personal academic tutor.

5.2 Lectures

A single lecture slot lasts 45 minutes. It is therefore vital that you arrive promptly in order to gain maximum benefit from the time. Each lecturer will present material using either handouts or require you to make your own notes. Transcribing lectured material into a form that you find most useful is an important part of the learning process. You should ensure that you understand the material and, if you have difficulty in understanding or applying the knowledge, use recommended textbooks or the assistance of teaching staff during tutorials to gain understanding. It is your responsibility to develop your ability in a given subject. How well you have acquired that ability and the associated knowledge is gauged by the examination and coursework assessment process. Lectures are provided for your benefit and you should take full advantage by ensuring you attend all of the lectures in a given course module. If, for any reason, you are unable to attend, ensure that you get hold of a copy of the notes or handouts from your module lead.

5.3 Use of electronic recording devices or mobile phones in lectures or classes

Out of courtesy to staff and other students, please ensure that mobile phones are switched off in lectures and seminars. You are advised that lectures are the copyright property of the lecturer and permission to audio-record a lecture must be personally sought from the lecturer before proceeding.

If you wish to use an electronic device to take notes in a lecture, you should do so in a way that does not cause disruption to those sitting near you.

If you have a health condition for which additional support is needed, you may, following assessment by the University's educational support services, make appropriate arrangements with staff for recording lectures.

5.4 Tutorials/supervisions

Group tutorials/supervisions are timetabled for some modules. These sessions are intended for you to develop your problem solving skills as well as for you to discuss further with an experienced member of staff any particular lecture material you are finding difficult to understand. It is essential that you come well prepared for these sessions. These sessions are one of the most effective ways of reinforcing the lecture material.

5.5 Labs

Some modules are supported by computer-based workshops, which will help you to put into practice the techniques used in lectures and tutorials, and gain experience which will allow you to put your learning into practice with your own data. A variety of software is used in workshops, to provide a range of different experiences

5.6 Self-learning

Independent study or self-directed learning involves using libraries, data retrieval systems, internet, etc., or in a group working on coursework, reading the lecture material or reading around the subject. This should also develop your investigative and problem solving skills in furthering understanding of the subject, creating links with other modules - past and present - and providing a broadening of your educational experiences and knowledge base.

Self-learning is your personal responsibility and your commitment to the programme. It requires discipline, motivation and focussing on achieving individually set targets. It enables you to reach your full potential academically, develops your personal skills and helps establish a successful professional career.

5.7 Key skills

Key skills are those skills which can be applied to other disciplines and fields of work. Employers are increasingly seeking to employ individuals with well-developed key skills. More information can be found on the [Academic Skills](#) pages of the Library website. A conscious effort is made by the Faculty to ensure that every module allows and encourages development of key skills. Further details can be found within individual module specifications.

5.8 Academic integrity: the University Policy

The University expects that all students will familiarise themselves with the [Regulations Governing Academic Integrity](#). Where professional, statutory and regulatory body requirements apply and for programmes that lead to professional registration, additional reporting requirements may be in place. The Students' Union Advice Centre has developed a [Guide](#) for students.

Procedures will be invoked to investigate suspected breaches of academic integrity when concerns are raised during the marking process or in connection with suspected cheating in examinations. We are aware that students may have experienced differing standards at other institutions (including those overseas) but it is essential that you take steps to ensure your full understanding of the standards expected at Southampton as significant penalties can be imposed if these are breached. These penalties will always affect the mark you receive for the piece of work in question, and the most serious cases could lead to a reduction in degree classification or even termination of programme. There is likely also to be an impact on any future reference we provide.

It is often helpful to discuss ideas and approaches to your work with your peers, and this is a good way to help you think through your own views. However work submitted for assessment should always be entirely your own, except where clearly specified otherwise in the instructions for the assignment. In some instances working in groups will be required, and there may be occasions when work is submitted from the whole group rather than individuals. In these instances the instructions will make it clear how individual contributions to the joint work should be identified and will be assessed. If you are in any doubt, check with the person setting the assignment. If you have worked with others you should make sure that you acknowledge this in any declaration you make.

If you wish to improve your study skills, always seek advice sooner rather than later. Your personal tutor or module convenor will be able to help you identify sources of assistance. It is an important element of independent learning, and a normal part of academic development, to recognise when you need to seek advice, and to learn to benefit from it. This would not necessarily mean that you are 'struggling' with your work – you may feel you need additional advice to reach your personal potential.

If in doubt about what is required in any particular assignment, what referencing styles are appropriate etc., always ask. Your tutor or module lead will be able to point you in the direction of appropriate sources of advice and information.

You are responsible for your own work and conduct, and for ensuring that you neither fall accidentally into poor academic practice in your written work nor engage in practices which breach academic integrity. Such practices are unacceptable, whether they have been followed deliberately or through a lack of understanding. As well as damaging your own development, failure to work with academic integrity is unfair to other students who complete work honestly and fairly. It can also potentially damage the relationship between staff and students which is at the heart of the University community, and relationships with external partners. Ultimately, your results will not be a true reflection of your performance, which may potentially damage the academic standing of the University's awards.

Furthermore, should you have reason to believe that a fellow student is not working with academic integrity, you should speak in confidence to the module lead. Your identity will not be revealed as part of any investigation; however no further action would be taken unless additional evidence is identified by the marker or module convenor.

5.9 Research Ethics

The University of Southampton is committed to carrying out its research, teaching, enterprise and other activities within a comprehensive ethical framework (<http://www.southampton.ac.uk/ris/policies/ethics.html>).

Principles of ethical research include the expectation that studies are undertaken with integrity, quality and transparency. Participants in research must be fully informed about the research and participate voluntarily. They need to know what will happen with the information they provide, and that they can withdraw from the study subsequently (wherever possible). Risks from participation in research must be explained and minimised. Participants' anonymity and/or confidentiality should be protected, for example by removing information that could be used to identify them and by storing confidential information securely.

All research on human participants, their tissue or data requires ethical approval via the University's Ethics and Research Governance Online (ERGO) system (www.ergo.soton.ac.uk). This includes, but is not limited to, studies of the following kind:

- analysis of existing secondary data at an individual level, even where such data have been anonymised and/or the datasets exist in the public domain;
- collection of data using questionnaires and online surveys;
- collection of data using interviews, observations, focus group discussions or similar qualitative approaches; and
- experiments involving human participants.
- Research on animals is governed by separate procedures.

The University believes that ethical issues should be interpreted broadly and that ethics approval might also be needed for research where other factors could be present including:

- a risk of damage to the environment;
- political or social sensitivity; and
- impact on culture and cultural heritage.

If you are in doubt about whether the research for your dissertation requires ethical approval, please contact your divisional 'ethics champion', or a member of the Faculty Ethics Committee via risethic@soton.ac.uk.

To obtain ethical approval for your research, please apply via the ERGO system (www.ergo.soton.ac.uk). Detailed guidance on how to apply and what documents to upload can be found on the Researcher Portal (<https://intranet.soton.ac.uk/sites/researcherportal/>) and in the Downloads section on the ERGO page.

Please note that the University does not permit mass emailing for the recruitment of research participants.

Your supervisor will need to approve your ethics application before it is reviewed by the Faculty Ethics Committee. There are no submission deadlines; instead applications are reviewed on a rolling basis. You can expect a decision within 10 working days. Please allow extra time in case you are asked for revisions. **You must not begin your research before you have obtained approval via ERGO!** Retrospective approval is never granted.

Failure to obtain ethics approval or to comply with the University's Ethics Policy will be investigated under the University's regulations governing Academic Integrity (<http://www.calendar.soton.ac.uk/sectionIV/academic-integrity-regs.html>).

5.10 Facilities

Facilities at the ONS

The teaching on some modules can take place at Newport ONS. Within the room there will be key textbooks, papers, and other background material associated with the MSc modules. This is additional to the ONS Library.

Computing

Students will be introduced to the computing facilities at Southampton on a module by module basis. Students will have access to the public workstations maintained by iSolutions during their visits to Southampton. It is assumed that employers will allow access to computing facilities at other times.

6. Assessment and Examinations

6.1 Coursework assessment and submission

A number of modules include coursework assignments as part of the assessment. Coursework can often occupy a large amount of time and balancing your time across your full programme of study is important. Conversely, students who forget or do not bother to hand in work can make it very difficult for themselves to achieve and demonstrate their full academic potential.

In awarding marks, lecturers look for clear evidence of knowledge, and its application to the set task. Some of the attributes that lecturers look for in students' assessed work are listed below.

1. Evidence of comprehensive knowledge of the subject area and its principles.
2. A clear awareness of the characteristics of the required task and of the information and methodology that is relevant to its solution.
3. Evidence of extensive reading beyond the lecture material.
4. Evidence that advantages and disadvantages of alternative solutions and approaches are understood.
5. Evidence of independent judgement and critical evaluation of own work and that of others.
6. Presentation of ideas and solutions in a well-structured and convincingly argued way.
7. High accuracy, conciseness, spelling, grammar.

All coursework is submitted *only* online through [Blackboard](#), accessed by logging in with your student username and password. Each individual module will be activated separately on Blackboard. Students should locate the individual module and upload coursework assignments under the 'Assignments' directory for the specific module.

Each coursework deadline will be approximately four weeks after the end of the module. This may vary depending on the module coordinator.

6.2 Overlength work

Although the types, lengths and styles of assessed written work vary considerable between disciplinary contexts, the production of written work to a specified length is an important transferable skill that you are expected to develop during your studies. The ability to produce concise, clear writing to a determined length is fundamental both to academic work and to professional working life. In response to student demand for greater clarity, a Faculty policy has been developed (available on the [FSHMS Hub](#)) to provide a consistent approach towards overlength work across the Faculty. Where relevant and appropriate, written assessments may specify a word limit either as a single figure or as the upper limit of a range. Your work will be overlength if you go even one word over the stipulated length or upper limit. There are no complicated penalties to apply. Instead, overlength work will be addressed through marking solely **that proportion of work that falls within the word limit**.

The policy is that for all word limits the following ARE included in the word count: Section headings and subheadings; Body of text (text that develops the substantive text or argument, wherever located) & Quotes and citations that are integral to the body of text. The following are NOT included in the word count: Tables and Figures including captions; Title and subtitle; Acknowledgements; Table of contents, list of figures, list of plates etc.; Appendices (which may include supplementary quotes or transcripts for qualitative work); Bibliography/List of References; Footnotes (where they contain only citations); and Abstract (if relevant).

Your individual module leads will provide further details via their Blackboard sites. This approach to overlength work does not apply if a piece of work has no word limit, however, you should attend to any length guidance given by your module leads.

6.3 Penalties for late coursework submission

When coursework is set a due date for submission will be specified and there will be associated penalties for handing in work late.

The University has a uniform [policy](#) for the late submission penalty for a piece of assessed work worth 10% or more of the final module mark.

Work submitted up to 5 days after the deadline should be marked as usual, including moderation or second marking, and feedback prepared and given to the student. The final agreed mark is then reduced by the factors in the following table.

University Working Days late	Mark
1	(final agreed mark) * 0.9
2	(final agreed mark) * 0.8
3	(final agreed mark) * 0.7
4	(final agreed mark) * 0.6
5	(final agreed mark) * 0.5
More than 5	Zero

6.4 Coursework extensions

If you know there will be a valid reason why you cannot submit the work at the given date you must contact the Professional Training Team as soon as possible. You should complete a Special Considerations form, which should provide adequate detail of the reasons why you are seeking an extension. Your completed form should be submitted to the Professional Training Team who will arrange for your request to be reviewed. The Professional

Training Team will contact you via your University email account to let you know once approval has been made. **It is your responsibility to request an extension in a timely manner.**

6.5 Examination preparation (also see Appendix A)

You will know yourself how best you prepare for examinations. It is always worth remembering that the sooner you start your preparation the better and that one of the aims of each module is to help you prepare for the examination. Make sure that you have a complete set of notes; that you understand their content; that you can apply the material by solving the example sheet questions; and that you have practiced questions from past papers under examination time constraints. The University's online archive of previously set examination papers is available to assist with your learning and preparation for forthcoming examinations. There is a link to *Past Exam Papers* from the [Students Portal of SUSSED](#).

Remember that if you get into difficulty during your revision process on a particular subject ask someone to help you. This may be either one of the lecturers or teaching assistants on the module. For helpful hints on revision strategy and examination techniques, please refer to Appendix A.

6.6 Examinations

The dates of University examination periods are published annually on the [assessment webpages](#). You can also find helpful information on policy, process, exam regulations, venues and timetables.

Students are automatically registered for examination in all the modules that they have registered to take. Students are required to choose all of their options at the beginning of the academic year, but there is a two-week period at the beginning of each semester when options can be changed. Should a student wish to drop an option (after being entered for examination), he/she should inform the Professional Training Team otherwise an examination script will be prepared unnecessarily. Students will be notified of examination information by the Professional Training Team. Examinations can be sat at the University or at ONS Offices in London and Newport (and sometimes in other venues by arrangement).

Once you have chosen an option and signalled that you wish to take the assessment, then *you must take it*. If there are specific reasons why that is not possible, these will be considered by the Special Considerations Board, which will decide on what action is appropriate. If you do not submit a coursework or do not attend an examination without good reason, this will be treated as a 0, and you will have to refer (resit) the assessment with a mark capped at 50.

6.7 Illegible exam scripts

If your examination script is considered illegible, the [Illegible Examination Scripts Policy](#) will be instigated. You will be asked to come in to dictate your script so that it can be transcribed. The cost of this work will be met by you. If your script is not transcribed then it will receive a mark of zero (0).

6.8 Coursework and examination feedback

Feedback comes in many forms and you must learn to recognise the merits of all of these. The [Student Feedback policy](#) provides an overview of formal feedback. Formal feedback is well documented and the following paragraphs identify ones that you are officially entitled to.

Informal feedback is just as important and comes in the form of individual chats with your Personal Academic Tutor, module leaders or project supervisors, or group meetings with academics after a lecture or practical session. Also tests and quizzes on Blackboard, which are available for several modules, can provide valuable feedback on how you are progressing.

All coursework will be marked and returned to you, accompanied by feedback which will relate to the standard of your work and the reasons for the mark/grade given. You should note that all marks are considered provisional until they have been reviewed and confirmed by the Board of Examiners. This feedback will typically be returned within four weeks following your submission. Large assignments (e.g. your dissertation/project work) may take slightly longer to be returned. Bear in mind that if you hand in work late, your feedback may be delayed.

Where appropriate, for example with smaller problem solving exercises like calculations, the lecturer will decide if feedback should be given individually, or reported back to the whole group. You are, however always free to ask the lecturer personally how you are progressing.

The feedback you receive will be:

- **timely** - allowing you to learn from your work
- related to the **learning outcomes** for that piece of work
- **constructive** and **honest** – allowing you to take the comments on board, learn from your mistakes and understand why you did well.

For the feedback to be effective, it is important that you work with the feedback given and identify how you can improve your work in the future. Should you need further information about your work, get in touch with whoever marked the coursework.

Feedback may be made available online or can be collected from the Professional Training Team. You will be contacted when feedback is ready. For some kinds of assignment, other arrangements will be made and the module lead will explain those to you.

Although individual feedback on examinations is not normally given, feedback on the strengths and weaknesses of the performance of the whole group which took an examination may be available via Blackboard.

6.9 Access to coursework/examination scripts

Students are entitled to view their examination scripts on request to the Faculty (the Professional Training Team can advise on the process to be followed). You are only permitted to view an examination script to enable you to see how you can improve your future performance and no mark or other annotation on the script is negotiable or open to alteration. The absence of annotation on a script does not mean that it has not been marked.

6.10 Release of results

Students will be given, as a matter of course, the marks they obtain in each individual module of study after they have been ratified by the Board of Examiners. More information can be found in the [Release of Marks procedure](#).

These marks will be made available by the Professional Training Team according to the procedures of the Faculty. In certain cases, especially for semester 1 exams, such marks at the time of release may be provisional only and subject to change by a subsequent Board of Examiners. It will be made clear when marks are provisional.

You should note that the official transcript of your marks would normally show the latest mark obtained in each subject with a note, where appropriate, that it was obtained at repeat or referral attempt.

6.11 Final assessment

At the end of your programme, your overall performance will be assessed. If you satisfy the academic standards necessary, the examination board will recommend you for award.

6.12 Guidelines for the Preparation of Dissertations

Information on dissertations is available from your Dissertation Supervisor.

Dissertation Supervision

Start of the dissertation: Students should start their dissertations at the latest in the academic year following the completion of the taught programme, subject to the approval of the Programme Director who will arrange for supervision. There is some flexibility on the actual start date for part-time students, but 6 months (part-time) are allowed for completion. Most students will start in October.

Frequency of meetings: Students can expect a minimum of four supervisions.

Record-keeping: supervisors and students should ensure that a record is kept of dates of meetings, the content of those meetings, and of guidance given to the student. Students should submit to their supervisor two progress reports during the course of the supervision.

Comments from supervisors on drafts: Social Science policy is that supervisors should NOT read drafts of MSc dissertations. However, students can expect staff to comment on an outline of the main headings of the dissertation, and on short outlines and/or extracts from individual chapters. Students should not expect staff to comment on complete chapters or on the dissertation as a whole.

Supervision: the allocation of supervisors is a matter for the Department. Students should NOT approach individual members of staff with requests for supervision; such requests should be directed to the Programme Director (Personal Academic Tutor). However, students should note that it may be possible to accommodate requests for a change of supervisor.

You should note that advice on dissertations given during the supervisory process cannot be taken to guarantee a particular outcome for the piece of work, as this is determined by a separate and independent examination process.

Dissertation Risk Assessment Procedures

Please note that all students are required to complete a risk assessment form, to ensure that any activities undertaken are assessed for risk, and strategies for risk minimisation are put in place where appropriate. These forms must be signed by both the student and dissertation supervisor. The student should retain one copy (for

inclusion in the dissertation), a second copy must be lodged with the Professional Training Team: Notice that no dissertation will be accepted for marking unless the risk assessment form is included. In addition, all students must submit an ethics approval form, also available on the intranet.

Dissertation Submission

You will be required to submit an electronic copy of your dissertation to Blackboard. Your dissertation will be marked by two internal examiners and one of these is usually the supervisor of your project. The internal examiners assess the dissertation independently and each prepares a written report.

Guidelines for the Electronic Submission of Dissertations

All dissertations submitted to Blackboard **must** be submitted as PDF files. The following instructions outline how to submit the PDF to Blackboard.

The PDF must be submitted to Blackboard before the submission deadline. We strongly recommend that you do this well in advance in case you experience any difficulties.

Submitting your dissertation to TurnitinUK through Blackboard:

1. Login to Blackboard
2. Select the dissertation module ("MDataGov Dissertations")
3. Select 'Assignments' link.
4. Find the 'Dissertation' Assignment link, and click View / Complete
5. Click on the 'Submit' icon next to the Assignment title

Following your submission through Blackboard, you will receive an email confirming that your dissertation has been received. It may take up to 24 hours depending on how busy the system is, but usually takes about an hour.

If you have any problems, please contact the Programme Administrator.

Access and Confidentiality

The supervisor should advise on the use of data and computer programs but the Department is not liable for any costs arising from the acquisition of data or software. It is important that students comply with all regulations governing datasets. Supervisors need to be clearly informed of any such regulations. In particular, students must not give promises of confidentiality without consulting the Programme Coordinator and their supervisors since dissertations submitted for higher degrees of the University are openly available and subject to no security classification or restriction on access.

Language

Prior permission must be obtained for a dissertation to be written in a language other than English. The Department advises students to avoid the use of language that is patronising, ethnocentric or offensive. When reference to both sexes is intended, gender-neutral language should be used where possible.

Length and Layout of Dissertation

The length of the dissertations will vary depending on the nature of the topic. Most dissertations are about 15,000 - 20,000 words in length. There is an upper limit of 20,000 words; the number of words (excluding references/bibliography and any appendices) must be included on the first page of the dissertation. All dissertations must be in typescript at 1½ spacing,. Double spacing may be used at the student's discretion for parts involving formulae. The paper should be A4 size (210 x 297 mm) of Bond quality. If paper size other than A4 is necessary, the student must seek advice from his/her supervisor. Sufficient margins should be made - the left-hand margin being not less than 38mm (1½ inches). Texts and diagrams must be numbered serially in typescript; pencilled diagrams and page numbers are not acceptable. Large diagrams or sheets unsuitable for binding may be accommodated in a pocket in the back cover of the dissertation.

The dissertation should be put together in the following order:

Title Page (see example at Appendix B), which should show University and year of submission, the name of the Academic Unit in capitals, the name of the Department in capitals, the title of the dissertation in capitals, the full name of the author, and the statement "A dissertation submitted in partial fulfilment of the requirements for MSc (Social Sciences) in Official Statistics by instructional course." Please provide an additional copy of this page, to be submitted with your dissertation.

Acknowledgements page

Contents page which should be a list, chapter by chapter, of the contents of the dissertation including Appendices and References, followed by a list of illustrations, figure by figure. Each listed item should have a page reference number in the dissertation.

Summary page to give a précis of the work, in not more than 300 words.

The body of the dissertation (including footnotes).

References and/or Bibliography.

Any appendices or additional sets of tables and figures appropriately numbered in roman numerals.

Some additional comments concerning Dissertations:

1. Students who use work-related topics for their dissertations need to take care and provide proper citation if the work has been previously published through internal or external reports. Students may need to provide proof that previously published reports were written solely by themselves.
2. Students should provide a critical analysis for the literature review in their dissertation.
3. Students should ensure proper formatted references in their bibliography, for example:
Gouweleeuw, J., Kooiman, P., Willenborg, L.C.R.J., and De Wolf, P.P. (1998) Post Randomisation for Statistical Disclosure Control: Theory and Implementation. *Journal of Official Statistics*, 14, 463-478.

Särndal, C. E. and Lundström, S. (2005) *Estimation in Surveys with Nonresponse*. Chichester: John Wiley & Sons.
7. **Staff/Student liaison: getting your voice heard**

7.1 Student representation

Through the [Students' Union](#) you will be invited to elect your Faculty representatives (Faculty Officers, Academic Presidents, Academic Vice-Presidents and Course Representatives) who co-ordinate the student voice on Faculty committees to enable your voice to be heard. More information on the Students' Union officers and their roles is available on the Students' Union [representation](#) webpages.

Staff-Student liaison committees have representatives from across each programme. These committees have the role of monitoring the organisation and management of the student programmes, to note any difficulties that students may be encountering, and to take advice about ways of improving the programmes.

7.2 Module Survey

The Faculty formally seeks feedback on every module every time it is delivered in line with University Policy. This is normally done through an anonymised electronic system.

In addition, all programmes should seek informal feedback from you part-way through your module. Your module leads will confirm to you the processes and opportunities to provide feedback.

We encourage you to take every opportunity to express your opinions/comments/and suggestions as this is very valuable to the Programme Team and the Faculty in our drive towards continual enhancement of education

7.3 Module reports

Your feedback to module surveys will be reflected upon by the module leader and will be included in the module report. Module reports are available via Sussed under the "programme specific information" tab.

8. Careers and Employability

The [Careers and Employability Service](#) provides support to students at all levels of study and has a range of opportunities on offer. Research* shows that graduates with no previous work experience are unlikely to be successful during the selection process and over 30% of positions will be filled by graduates who have already worked for that organisation. The Service provides drop-in advice, 1:1 guidance, workshops, skills sessions, Careers Fairs and employer led events to support your career planning as well as the following opportunities:

*High Fliers 2016

8.1 Excel Southampton Internships

The [Excel Southampton Internship Programme](#) offers 4-12 weeks paid internships which enhance your CV, expand your network and open graduate recruitment opportunities.

8.2 Business Innovation Programme

The [Business Innovation Programme](#) provides an opportunity to develop your business acumen, team working and problem-solving skills by working on an 8 week project put forward by local businesses or not-for-profit organisations.

8.3 Volunteering Bank

[Volunteering](#) is a great way to help you gain many of the skills employers are looking for, build your network and develop yourself in new ways. Opportunities vary in duration and the type of role advertised.

8.4 Employability events within the Faculty

The Careers and Employability Service work closely with departments and Faculties to provide targeted careers support within and alongside your curriculum. Activities and opportunities may appear within the timetable, or be advertised within your Faculty. Examples include lectures and workshops, online learning options, and events featuring alumni/employers. There are often opportunities to connect with organisations that offer themed events focused on employability. Some companies offer projects linked to dissertations or specific research.

9. Further Study Opportunities

9.1 European Masters in Official Statistics (EMOS)

The University of Southampton has been approved by Eurostat to offer the European Masters in Official Statistics accreditation. This is currently only available with MSc Official Statistics, but we hope that MDataGov will also be included. If so, obtaining EMOS will involve completion of the MSc in Data Analytics for Government and taking and passing two additional modules (STAT6110 Official Statistics in a European Context and STAT6111 Administrative Data in Official Statistics, marked † **in the timetable in section 4.6.2**), and completing a placement (which will be assessed by a reflective essay). In many cases the dissertation will count as the placement period, as long as it is on a suitable work-related topic.

The additional modules STAT6110 for those wishing to gain EMOS accreditation are *not* currently available as option modules contributing to MDataGov (though they may become so in future). They may be taken as standalone CPD courses.

9.2 Further Research

Perhaps you are considering further postgraduate study. The Faculty always aims to retain its best and brightest students for research, and there are opportunities to build on the MSc in Official Statistics by undertaking a research-based qualification. When collecting information about postgraduate studies, you should cast your net wide - you need to select an area that interests you. You should discuss with your Personal Academic Tutor if you want more information, or to discuss possible topics of research.

Further details on the programmes offered by the Faculty can be found on the Faculty's website.

10. Regulatory Issues

We hope that you will be satisfied with your experience during your time as a student at the University of Southampton but we do recognise that, on occasion, things can go wrong. If you have a concern about any aspect of your experience at the University we encourage you to raise it as soon as the concern arises. It is always better to let us know that you feel there is a problem as soon as possible so that the matter may be resolved quickly. You may alternatively wish to consult with your student academic president if it is an issue in common with other students. Please be reassured that you will not suffer any disadvantage or recrimination as a result of raising a genuine concern, student complaint or academic appeal.

10.1 Academic appeals

Provided you have grounds, you may appeal against any academic decision made by the University. There are some exceptions and you should note you cannot appeal against a decision that has been made in the proper exercise of academic judgment. The [Regulations Governing Academic Appeals by Students](#) outlines the regulations and procedure that should be followed should you wish to make an academic appeal.

The Students' Union Advice Centre has developed a [Guide](#) for students.

10.2 Student complaints

The [Regulations Governing Student Complaints](#) sets out the process that should be followed should you wish to raise a complaint about a matter relating to either the facilities and services provided by the University, its academic programmes, and the conduct of University staff, and which has materially affected you.

10.3 Dignity at work and study

The University's [Dignity at Work and Study Policy](#) applies to the conduct of staff and students, in the context of their University work of study, or which otherwise affects the working, learning or social environment of the University. Fair criticism of staff or student performance or conduct will not be considered to be bullying or harassment provided that those involved are treated with dignity, courtesy and respect. Any allegation of harassment, bullying or victimisation will be treated seriously, regardless of the seniority of those involved, and anyone found to have behaved unacceptably may be the subject of disciplinary action up to and including dismissal or expulsion.

10.4 Student Discipline

As members of the University community, all students are expected to conduct themselves with due regard for its good name and reputation and are required to comply with the University's Regulations at all times. Any allegation of misconduct will be considered within the [Student Discipline Regulations](#), in accordance with the evidence and circumstances presented. Information for students on discipline is available from the [Student Services website](#)

Appendix A - Revision Strategy and Examination Techniques

A.1 Revision strategy

Revision should be an on-going process which starts very early in your programme. The amount of knowledge to be accumulated and the variety of skills and techniques to be developed are large and they are best assimilated gradually and consolidated as you go along. Regular revision is really a part of the learning process but, of necessity, becomes more concentrated as the examination approaches. "Re-vision" means looking again at things you have already seen – it is not about learning for the first time.

A.1.1 Final revision programme

At the start of your final revision schedule (during the Christmas Vacation for Semester 1 exams, and during the Easter Vacation and at the end of the taught element of the programme for Semester 2 exams) you must get organised, and the best way to do this is to devise a revision timetable. Plan your time carefully, give yourself definite objectives for each session, revise actively, test yourself regularly, make notes, and practise problem solving. Use revision sessions to study topics you have worked on before, as revision is simply the process of reminding you of topics and techniques previously understood. You will appreciate how well-organised notes will help you during your revision. Write out important definitions, proofs, formulae and equations, checking them against your notes. Re-work previously solved problems without looking at your previous solution, then attempt questions that you have not looked at before. Make special revision notes for quick reference on cards to keep in your pocket and charts to hang on the wall of your study room. Practise your examination technique.

A.1.2 Examination practice

You should be familiar with the modules and syllabuses you will be examined in at the end of Semesters 1 and 2. Analyse recent examination papers. Work out how long you have for each question and become familiar with the style of questions.

During your ordinary study periods you will no doubt have attempted many questions but will have seldom given yourself strict time restrictions. In examinations the timing of your answers to questions is vitally important. Practice answering examination questions in mock examination conditions, allowing yourself only the normal available examination time and the equipment you are permitted to take into the examination room. To obtain 'mock examination' practice save one or two complete examination papers so that you can use them as final test papers 'against the clock'.

Examination nerves are common and understandable but will be lessened if you have followed a sensible course of study and revision. You may not do yourself justice if you have a poor examination technique. The hints on the next page should help you to tackle the examination with greater confidence.

A.2 Examination techniques

A.2.1 Before the day

Before the actual day of your examination, make sure you know:

- the date, day, time and venue of each paper for your course;
- how to get to the examination venue if it is not well known to you;
- your candidate number;
- the telephone number of the Student Office.

Prepare any equipment you will need for your particular examination:

- pens which are comfortable to use;
- sharp pencils, a pencil sharpener and rubber;
- drawing instruments such as a ruler, compasses, protractor, set squares;
- University approved calculator (if allowed) and spare batteries (check that you know how to replace them quickly);
- an accurate watch or small clock.

A.2.2 On the Day

Before the examination:

Check that you have all the equipment you will need before setting off for your examination with plenty of time to spare. If you are delayed, contact the Student Office (have the telephone number with you) to explain what has happened. Arrive at the examination room early; a late start to an examination cannot be a good start and you will not be permitted to enter the examination room later than 30 minutes after its scheduled start time.

Just before the start:

Listen carefully to the invigilator. There may be some changes or special instructions which you were not expecting or some errors in the paper. Fill in any details, such as your candidate number, when the invigilator instructs you to do so.

Reading the instructions

When the invigilator says that you may begin, read the instructions on your examination paper very carefully. Make sure that it is the correct examination paper and, in particular, note:

- the number of sections and questions you have to do;
- how much time you have to do them in;
- which questions (if any) are compulsory;
- what choice of questions (if any) you have;
- how to present your answers.

Planning your time

Quickly calculate the length of time you should spend on each question. You will have practised doing this for past papers but make sure that you use the instructions on your actual examination paper, rather than making any assumptions. Try to allow about 10 minutes at the end for checking your paper.

Choosing the questions

Read through the whole examination paper carefully, checking that you have read each page. If you have a choice of questions:

- cross out the ones you can't do;
- tick those you can definitely do;
- choose the correct number to do;
- mark the order in which you are going to attempt them, attempting your best question(s) first.

Answering the question

Before you attempt to answer a question, read it all again carefully, jotting down points such as formulae and information relating to that question. These hints should help you when writing an answer.

- Plan before you write – the stress of working under time constraints in the exam room can make all your good study intentions disappear. However, this is when it is more important than ever. Take a few minutes to think and plan.
- Think about what the question is actually *asking*. What are you expected to include in your answer. What material will be *relevant*?
Underline the key words in the question; identify the main topic and discussion areas; choose a few points/arguments about which you can write; make a mini plan which puts them in order before you start writing. You can cross it through afterwards.
- Make sure that your writing is legible.
- Present your answer in a neat, logical and concise way.
- Show all your working; marks are often given for methodology as well as your answers.
You should be able to refer by name to the main theorists/researchers in your topic, giving the year of their major works. You do not need to give page numbers of lengthy quotes, except in an open book exam. You do not need a reference list.
- Do not do things you are not asked for.
- If relevant, state any principles, results or formulae used and indicate your reasons for using them.
- Check any formulae you use with the formula sheet, if provided.
- Always do a rough estimate of any calculation to check that your answer is sensible.
- When using a calculator, make sure that each calculation is shown clearly in your answer and give your final answer to the required degree of accuracy.
- If you get 'stuck', re-read the question carefully to check that you have not missed any important information or hints given in the question itself.
- When you have completed your answer, re-read the question to check that you have answered all parts.

Examination discipline

It is important that you try to keep to the times you have allocated to answering a question or section and that you answer the correct number of questions. If you answer less than the number of questions required you are limiting the number of marks available to you.

At the end

Before handing in your examination script check that:

- any 'front sheet' is completed according to the instructions;
- every loose page is clearly marked with your candidate number, etc;
- every answer is numbered correctly;
- pages are numbered clearly and in order.

University of Southampton, 2015

Faculty of Social, Human and Mathematical Sciences
Social Sciences

DEPARTMENT OF SOCIAL STATISTICS AND DEMOGRAPHY

PATTERNS OF UFO SIGHTINGS
IN HAMPSHIRE

by George Michael Nelson

A dissertation submitted in partial
fulfilment of the requirements for
MSc in Data Analytics for Government by
instructional course.

