Student Handbook 2018-19

Master of Science (MSc) in Data Analytics for Government

Faculty of Social Sciences

School of Economic, Political, and Social Sciences

Disclaimer

This information is issued on the condition that it does not form part of any contract between the University of Southampton and any student. The information given has been made as accurate as possible at the time of publication, but the University reserves the right to modify or alter, without any prior notice, any of the contents advertised. It should therefore be noted that it may not be possible to offer all modules or components of a programme in each academic session.

This handbook is available in alternative formats on request.
Letter of Introduction from Dean/Associate Dean (Education & the Student Experience)

Dear Students,

Welcome to the University of Southampton and good luck on the year to come. As an incoming student on one of our postgraduate taught 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)
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 2018

Welcome

This booklet contains information about the MSc in Data Analytics for Government. It includes information about the modules available this academic year, assessment procedures and other Departmental policies. For any other information see the Programme Co-ordinators, Mr. Paul Smith & Dr. Angela Luna.

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.

The information contained within your Postgraduate handbook is designed to provide key information applicable to you and your programme during the 2018/19 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.

Resource	Web link
Faculty website	*https://www.southampton.ac.uk/socsci/index.page*
Faculty staff information	Dean Jane Falkingham Dean of the Faculty of Social Sciences Room Number: 32/1027 J.C.Falkingham@soton.ac.uk AD Education Jim Anderson Professor of Mathematical Sciences Building 54 Mathematical Sciences **Room Number:** 54/7019 J.W.Anderson@soton.ac.uk
School staff information	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 **Heads of Department** Anne Berrington (Room 4026, Building 58 (Murray Building) Jakub Bijak (Room 4025, Building 58 (Murray Building) **Programme Coordinators** Paul Smith (Room 4139, Building 58 (Murray Building) **Angela Luna Hernandez** **(**Room 4018, Building 58 (Murray Building)

	Programme Administrators
	
	Claire Woodley (Room 2123, Building 58 (Murray Building))
	Annabel Beales (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)
	Jakub Bijak (Social Statistics and Demography)
	
	James Dawber (Southampton Statistical Sciences Research Institute)
	Gabriele Durrant (Southampton Statistical Sciences Research Institute)
	Angela Luna Hernandez (Southampton Statistical Sciences Research Institute)
	Allan Hill (Social Statistics and Demography)
	Andy Hinde (Social Statistics and Demography)
	Daniel Lewis (Office for National Statistics)
	Danny Pfeffermann (Southampton Statistical Sciences Research Institute)
	Peter van der Heijden (Southampton Statistical Sciences Research Institute)
	Li Chun Zhang (Southampton Statistical Sciences Research Institute)
	
	Other Members of Staff in the Department of Social Statistics and Demography
	
	Ann Berrington Nuala McGrath
	Amos Channon Sarah Neal
	David Clifford Sabu Padmadas
	Jane Falkingham Brienna Perelli-Harris
	Vicky Hosegood Peter Smith
	Zoë Matthews Patrick Sturgis
	                      Heini Vaisanen
	                      Agnese Vitali

Programme and module descriptions	Your programme structure (i.e. which modules make up your programme) is available in your programme specification and via the on-line programme catalogue which is accessible via Banner Self Service. To find links to broad generic descriptions of the programmes and modules, follow links to your programme starting from the Faculty web pages *https://www.southampton.ac.uk/demography/postgraduate/taught_courses/msc-data-analytics-for-government.page*

Contents

1. General Information

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: 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 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.

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.

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.](#)

1.4   Semester Dates 2018-2019

Semester 1

1 October 2018 – 26 January 2019
Christmas vacation: 17 December 2018 – 4 January 2019

Semester 2

28 January 2019 – 15 June 2019
Easter vacation: 1 April 2019 – 26 April 2019

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 and other key academic staff

The University operates a tutor system to help support and advise students in their academic study. As a student, you can expect to be allocated a [Personal Academic Tutor.](#) Your Personal Academic Tutor may or may not be one of the teaching staff you see in the course of your studies, but their role in this context is to provide advice and support to you throughout your study, and to help review your academic progress. You can expect to see your Personal Academic Tutor at key points through your University career

Your personal academic tutor throughout the length of the programme is the Programme Coordinator, Mr. Paul Smith. If you need to, you can contact them more frequently. Sometimes, your Personal Academic Tutor may refer you to other areas for support. They may refer you to individual support services, or to your student office for information, or to a Senior Tutor. The Senior Tutor David Clifford will have a more specialised understanding of supporting students, and may support you if you have a particular problem. You can also contact the Senior Tutor if you wish to change your allocated Personal Academic Tutor.

The University expects that you will engage with your Personal Academic Tutor, attend the scheduled meetings, respond to messages from your Personal Academic Tutor, and notify your Personal Academic Tutor (or Senior Tutor, if you prefer) if you are experiencing problems which are affecting your performance, attendance or progress in your studies. In particular, you should contact your Personal Academic Tutor if you feel your performance in any forthcoming examinations will be affected by ill health or other special considerations, and check with your Personal Academic Tutor if you plan to cite him/her as a referee for job applications.

### 2.3	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. If appropriate, your GP may inform your Personal Academic Tutor that you are experiencing some health difficulties that may affect your academic performance. This will be done with your consent and you may wish the details of your illness to be withheld from your Personal Academic Tutor, although you should think carefully about this (your tutor will, in any case, respect your privacy).

More information can be found in the [General Regulations - Attendance and Completion of Programme Requirements.](#)

### 2.4	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 Personal 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.

2.5   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 to be considered by the School you must complete a Special Considerations form. **It is important that you submit this to your School in a timely manner and prior to the Board of Examiners.**

All claims must be substantiated by written documentary evidence, for example a medical certificate or GP/consultant letter, self-certification (although self-certification will not be regarded as evidence in relation to your examination performance) 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. The Student Office will contact you via your University email account to let you know once approval has been made.

2.6   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.

2.7   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.

2.8   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

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/healthandsafety/topics/students.html

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.
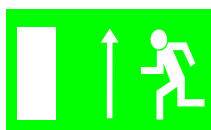
 On hearing the alarm you should immediately stop what you are doing and make your way out of the building by following the green emergency exit signs to the nearest exit, shutting doors behind you as you leave. Do not stop or return to collect personal belongings. Do not use lifts unless you have a Personal 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)	Plaza area at South (Library) end of B32
B34 (Education)	Area around flag pole in front of University library.
B39 (S3RI)	In the pedestrian area at front of B54
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 Monday-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 School and this must be documented using **the Out of Hoursform** 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 FSS 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 (Faculty of Social Sciences)		
Gary Griffiths	Faculty Health and Safety Officer	G.B.Griffiths@soton.ac.uk
Aloma Hack	Faculty Health and Safety Officer	A.J.Hack@soton.ac.uk

Health, Safety and Risk Directorate				
Health, Safety and Risk Directorate (HSR)	Please contact HSR if local contacts are not available	26 University Road	023 8059 3277	hs@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*.*

The taught components of the programme are delivered in modular form and typically run in one-week blocks, spread over two semesters. The teaching periods 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 or MSc in Data Analytics for Government.

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   Registration and amendment to optional modules

Most programmes will have a number of optional modules. If applicable, you will need to select a certain number of optional modules to complete your portfolio of modules and fulfil the credit points as required for the programme.

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 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 optional 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 optional module choices clash in your timetable, then you will need to amend your optional 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 attendance regulations details the University expectations relating to attendance.

4.4   Additional Costs

Faculty	Social Sciences
School	Economic, Political, and Social Sciences
Programme Code and Title	MSc Data Analytics for Government
Academic Year	2018/19

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, . The location and dates 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 website: www.southampton.ac.uk/moffstat 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

(no code)*	Introduction Module
STAT6116	Survey Fundamentals
STAT6103	Statistical programming
STAT6114	Data Science Foundations [part-time students doing MDataGov should take this module *this year* if at all possible]
STAT6088	Statistics in Government

Option Modules (Modules in *italics* are running in 2018/19)

DEMO6020	*Demographic Methods I*
*STAT6096**	*Introduction to Survey Research*
STAT6095	*Regression Modelling*
STAT6091	*Index Numbers*
STAT6089	*Evaluation & Monitoring*
STAT6087	*Time Series Analysis*
STAT6092	*Survey Data Collection*
STAT6101	*Further Survey Estimation Methods*
STAT6104	Further Sampling Methods
STAT6097	*Compensating for Non-Response*
STAT6106	Small Area Estimation
STAT6090	Generalised Linear Models
STAT6107	Analysis of Complex Survey Data
STAT6102	Multilevel Modelling
STAT6105	National Accounts
STAT6094	Statistical Disclosure Control
STAT6111	Administrative Data in Official Statistics

DEMO6022 (Demographic Methods II) will also run; it is currently only available under the MSc in Official Statistics, but could be made available as an option on MDataGov if requested. Please contact the Programme Coordinator if you are interested in this possibility.

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 or MSc.
- **The Introduction Module is compulsory for all incoming students**. The aim is to provide a revision of 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
- Part-time students have 4 years to complete the modules required for the Diploma and 2 years to complete the Certificate.

Provisional List of Modules for 2019/2020 Academic Year

The status of this programme in 2019/20 is under review. The following modules will be available under the MSc in Official Statistics Programme.

Modules

STAT6096	Introduction to Survey Research
STAT6089	Evaluation & Monitoring
DEMO6020	Demographic Methods I
STAT6095	Regression Modelling
STAT6087	Time Series Analysis
STAT6091	Index Numbers
STAT6088	Statistics in Government
STAT6104	Further Sampling Methods
STAT6103	Statistical Computing
STAT6106	Small Area Estimation
STAT6107	Analysis of Complex Survey Data
STAT6111	Administrative Data in Official Statistics

Provisional List of Modules for 2020/2021 Academic Year

The status of this programme in 2019/20 is under review. The following modules will be available under the MSc in Official Statistics Programme.

Modules

STAT6096	Introduction to Survey Research
STAT6089	Evaluation & Monitoring
DEMO6020	Demographic Methods I
STAT6095	Regression Modelling
STAT6087	Time Series Analysis
STAT6091	Index Numbers
STAT6088	Statistics in Government
STAT6090	Generalised Linear Models
STAT6102	Multilevel Modelling
STAT6105	National Accounts
STAT6094	Statistical Disclosure Control
STAT6111	Administrative Data in Official Statistics

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 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.

c)   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.

d)   A selection of books for the Demography modules

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.

e)   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.

f)   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 Pu*blish*ing.
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.

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.

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 lead. 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 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 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   Independent or 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 can be found on the Academic Skills pages of the [library website](#).

5.8   Faculty/School Policy on referencing

In Social Sciences degree programmes, the Harvard referencing system is preferred. Speak to your module lead before using any other referencing system. Details about how to use the Harvard referencing system can be found through the following library link:
http://library.soton.ac.uk/sash/referencing

5.9   Academic integrity: the University Policy

The University expects that all students will familiarise themselves with the [Regulations Governing Academic Integrity.](#)

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

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

<u>**Computing**</u>
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.***

See paragraph 2.5 above.

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.

Past Exam Papers are available via the library.

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 Prizes

A prize is awarded each year for the best MSc in Official Statistics dissertation.

6.12 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.

6.13 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 Dissertation Module coordinator 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.**

Full-time students should start their dissertation immediately after completing semester 2 examinations, and 3 months are allowed for completion.

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 **Dissertation Module coordinator** or 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 ("MOFFSTAT Dissertations")
3. Select 'Assignments' link.
4. Find the 'Dissertation' Assignment link with your name, 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 $1\frac{1}{2}$ 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 ($1\frac{1}{2}$ 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 School 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   Module Survey

The Faculty aims to consult with and to provide opportunities for all students and staff to make their views known. You are encouraged to offer your comments/suggestions to members of staff and feedback is requested for each module undertaken.

7.2   Module Reports

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

7.3   Staff Student Liaison Committees

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.

7.4   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/School 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.

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. We provide 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:

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 6 week project put forward by local businesses or not-for-profit organisations.

8.3   Year in Employment Placements

The Year in Employment is a work placement of up to 12 months duration taken after your second year of study enabling you to develop the skills employers value and gain insight to an industry of your choice. Eligibility criteria is available here please check before applying.

8.4   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.

8.5   Enterprise

Whether you want to develop your own start-up or make a real difference from within an existing organisation, enterprise skills are essential to working life and highly valued by employers. The University of Southampton's Student Enterprise Team support all students in developing their enterprising and entrepreneurial skills. Click here to find out more about opportunities and support.

8.6   Career Readiness Test

Developed especially for University of Southampton students and graduates, our Career Readiness Test will give you an insight into your career planning. Research shows that students who are more self-aware and clear on their career strengths feel more confident in their ability to succeed in the future.
The test is for everyone. Take the test to:
  ➢ *Understand where to start*
  ➢ *Reflect on your strengths and areas for development*
  ➢ *Recognise what makes students most employable*
  ➢ *Structure your thinking*
  ➢ *Identify priorities for action*

Just go to www.soton.ac.uk/careers and click on the Graduate Capital Model to find out more.

8.5   Employability events within the School/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 be appear within the timetable, or be advertised within your School/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   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 Data Analytics for Government 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.