PROGRAMME SPECIFICATION

Course record information

Name and level of final award:	**BA (Hons) Journalism**
	The BA (Hons) Journalism is a BA degree that is Bologna FQ-EHEA first cycle degree or diploma compatible.
Name and level of intermediate awards:	BA Journalism
	Diploma of HE in Journalism
	Certificate of HE in Public Relations & Advertising
Awarding body/institution:	University of Westminster
Teaching Institution:	University of Westminster
Status of awarding body/institution:	Recognised Body
Location of delivery:	Harrow Campus
Language of delivery and assessment:	English
Mode, length of study and normal starting month:	Three years full time: September start.
[QAA subject benchmarking group(s):](#)	[Communication, Media, Film and Cultural Studies.](#)
Professional statutory or regulatory body:	N/A
Date of course validation/review:	February 2015
Date of programme specification approval:	July 2015
Valid for cohorts :	2016/17 levels 4 and 5, 2017/18 levels 4,5 and 6
Course Leader	Jim McClellan
UCAS code and URL:	westminster.ac.uk/courses/undergraduate

Course Overview

In its various incarnations over the years, the University of Westminster has played a pioneering role in journalism education in the UK. When it was the Regent Street Polytechnic, it was one of the first British institutions to run courses in journalism. As the Polytechnic of Central London, it developed and established media studies as an academic discipline in UK higher education.

The current BA Journalism degree draws on this tradition of innovation and experimentation and is a distinctively modern media course with creativity and employability at its core. It combines traditional reporting and writing with online, multimedia and networking skills and is informed by world-leading media research and high level industry connections and expertise.

Home to a diverse group of students, from across the UK, Europe and beyond, based in the art school environment of the University of Westminster's Faculty of Media, Arts and Design and drawing on the energy and industry connections of its London location, the BA Journalism degree offers students a cosmopolitan and creative learning culture, a research- informed global perspective on the media and a uniquely flexible structure which allows them to choose their own pathway through the course and develop the specialist skills and knowledge that suit their long term career aims.

It aims to equip graduates with specialist and transferrable skills, an ethical outlook and the entrepreneurial approach that will help them build careers in journalism, the media and the creative industries in general or start their own media businesses and publications or work productively in a broad range of professions.

Admissions requirements

There are standard minimum entry requirements for all undergraduate courses. Students are advised to check the standard requirements for the most up-to-date information. For most courses a decision will be made on the basis of your application form alone. However, for some courses the selection process may include an interview to demonstrate your strengths in addition to any formal entry requirements.

More information can be found here: westminster.ac.uk/courses/undergraduate/how-to-apply

Aims of the course

The BA Journalism course aims to educate the journalists and creative media professionals of the future. As a result, it has creativity, flexibility, innovation and entrepreneurship at its core. It focuses on online and cross-media skills throughout since they are now central to everything modern journalists do, not just an add-on or afterthought.

Journalism has always been rather hard to define exactly – and at the moment, as a profession and industry, it is in a considerable state of flux, thanks to the changes caused by the spread of new online technologies. Responding to this, the Journalism BA has a flexible structure, which, while it focuses on core journalistic and critical and analytic skills, also allows students to choose specialist options and take control of their studies. The aim is to allow them the autonomy to develop high-level specialist skills and knowledge, which will help them develop creative media careers once they graduate.

There are three strands to the course.

Journalism Practice

At Level 4 there are core modules designed to teach key journalistic skills (research and reporting, writing and storytelling, production and publishing, working with the audience) across all media platforms. Students focus first on writing and storytelling and then develop online and multimedia production and software skills. Their skills are then tested in live production tasks – for example, a group blog exercise at the end of Level 4.

At Level 5, students learn more about the business of journalism and about production routines and workflows, in a module focusing on developing and launching a new publication. They then have the opportunity to specialise, via a variety of options. They can choose to learn more about broadcast news techniques or to develop further their online and social media skills. They can choose to specialise in a particular journalistic beat – arts and entertainment journalism or international journalism or technology and games journalism.

At Level 6, students do a big 40 Credit Final Project module, which starts with a group project which focuses on running a live online site aimed at a London audience. In the first semester, students get another chance to study specialist journalism – the choices are sports journalism, fashion journalism or data journalism. In the second half of the Final Project module, students get the chance to do a final extended feature that highlights their specialist skills and interests. They then use this story as the centrepiece of a portfolio site they create to showcase work done throughout the course.

Journalism in Context

These modules help students to understand the social, political, economic, legal, regulatory and ethical contexts within which journalists operate. The aim of this strand is to directly relate key theoretical debates to journalistic practice. These modules are taught by both practice tutors and media researchers, who work together to help students gain a broader understanding of the role journalism plays in society.

At Level 4, in the first semester, students take a module that introduces key debates about journalism's changing role in society and teaches them about leading news media organisations and institutions. They receive an introduction to media law and ethics and formulate a professional development plan, which they use to navigate the rest of the course. Students also have the option to take a module covering the history of journalism.

At Level 5, students take a core module in media law and ethics, which builds on the introduction they received at Level 4 and aims to give them a high level knowledge of legal and ethical codes and constraints which they can then apply to their work across the course. They can also choose an option that looks at the way journalists cover politics and the responsibilities and challenges they face in this area.

At Level 6, they have the chance to choose an option offered by the Digital Media and Communication course, which focuses on media policy and regulation. As part of a module focusing on career skills, they complete a work placement and then use that to update the professional development plan they created at Level 4. They are also encouraged to reflect critically on the way journalism jobs are changing and get the chance to develop and pitch an idea for a new media product or business.

Media and Communications Research

This develops students' understanding of the social and cultural uses of mediated communication. Research-active tutors from Westminster's world-leading Communication and Media Research Institute lead the core modules in this area. At Level 4, students do modules focusing on the relationship between media and society and on media and globalisation. At Level 5, they examine the most important ways in which media and communications have been theorised and understood. At Level 5, students also have the chance to choose options offered by the Digital Media and Communication course, covering creativity, theories of the information society and cultural industries and media markets. At Level 6, they again have the chance to choose an option offered by the Digital Media and Communication course, which looks at research into media audiences.

Running in parallel with the modules covering media theory, students develop their skills and abilities in media research methods, analysis and critical thinking. At Level 4, these skills are embedded in the modules covering media, society and globalisation. At Level 5, students do a specialist module that teaches them how to do primary research into the media. This introduces them to a variety of research methods whilst also helping them develop an understanding of research ethics. At Level 6, this strand culminates in either a 40 Credit Dissertation or a 20 Credit Extended Essay. These are designed to allow students to bring together their theoretical knowledge and research skills developed over the course in an individual piece of high level media research.

What will you be expected to achieve?

Learning outcomes are statements on what successful students have achieved as the result of learning. These are threshold statements of achievement the learning outcomes broadly fall into four categories:

- The overall **knowledge and understanding** you will gain from your course (KU).

- **Graduate attributes** are characteristics that you will have developed during the duration of your course (GA).

- **Professional and personal practice** learning outcomes are specific skills that you will be expected to have gained on successful completion of the course (PPP)

- **Key transferable skills** that you will be expected to have gained on successful completion of the course. (KTS)

Level 4 learning outcomes

Upon completion of level 4 you will be able to:

L4.1 Define and discuss a range of key concepts in media theory and relate these to current journalistic practice (KU)

L4.2 Demonstrate a basic understanding of the different contexts in which journalists operate (social, political, legal, ethical, economic, global) and of the way journalism's role in society has changed and is changing (KU)

L4.3 Locate and critically consume a broad range of journalistic content, demonstrating a more professional understanding of angles, story genres and the news cycle in general (KU)

L4.4 Develop a range of research skills and techniques for finding key sources and gathering data, which can then be applied both to academic work and to journalistic practice (KTS)

L4.5 Create a range of journalistic stories – from news and features to reviews, comment and analysis, for both general publications and more specialist outlets and markets - and show an awareness of how stories change across different media platforms (PPP)

L4.6 Learn basic skills in multimedia and online production and the use of key software production tools (PPP)

L4.7 Communicate in a variety of modes (written, oral, audio-visual), for different audiences, in accordance with the relevant academic standards or professional protocols (KTS)

L4.8 Begin to take responsibility for your own learning, with some guidance, developing strategies for managing study time and meeting deadlines, whilst working individually or in groups (KTS)

L4.9 Develop a basic online presence and a professional development plan which considers different journalistic careers and the skills they require (GA)

Level 5 learning outcomes

Upon completion of level 5 you will be able to:

L5.1 Compare and contrast key concepts from the study of media and communications (KU)

L5.2 Understand and evaluate a range of methods used to conduct primary research in media and communication and develop an individual research strategy (KU)

L5.3 Demonstrate a deeper understanding of the different contexts in which journalists operate, in particular the legal, ethical and regulatory codes and constraints that apply in the UK and beyond, and how these affect journalism covering social and political issues (KU)

L5.4 Compare and contrast the different business models that support journalism and demonstrate an entrepreneurial approach to developing and pitching new, commercially viable publication ideas (GA)

L5.5 Develop more specialist production skills, in publication design or traditional broadcast news or in online and social media, showing a more professional understanding of the specific demands of different platforms and formats (PPP)

L5.6 Create more complex forms of journalistic story which demonstrate an appreciation of the specific knowledge and research and writing skills required when creating longer form content and covering more specialist areas (PPP)

L5.7 Consolidate and extend communication skills and demonstrate an ability to develop arguments and debate positions in a variety of modes (written, oral, audio-visual), for different audiences, in accordance with the relevant academic standards or professional protocols (KTS)

L5.8 Manage your time and your own learning effectively, with some guidance, demonstrating an increasingly professional approach to group work and an ability to collaborate effectively and exchange ideas productively (KTS)

L5.9 Analyse, reflect on and critically evaluate your own practice, with reference to both professional journalism and media theory, so that you can begin to identify your own professional development needs (GA)

Level 6 learning outcomes

Upon completion of level 6 you will be able to:

L6.1 Develop and conduct an original independent research project using appropriate methods of primary research (KU)

L6.2 Explore, critically evaluate and synthesise a range of theoretical debates and concepts and more specialist perspectives from the study of media and communications and apply the knowledge gained to both your academic work and your journalistic practice (KU)

L6.3 Collaborate professionally with your peers on a live online group site, using social media and analytics data to develop effective multi-platform content strategies designed to engage a particular target audience, in line with key ethical and legal guidelines (PPP)

L6.4 Demonstrate an assured, professional multi-platform approach to journalistic research and storytelling, producing a range of stories, from live news and extended features to more specialist stories and platform specific content, in line with key ethical and legal guidelines (PPP)

L6.5 Market yourself in a professional way, via your online profile and a personal portfolio site which showcases a challenging and extended piece of journalism designed to showcase your skills and abilities (GA)

L6.6 Demonstrate professional level entrepreneurial and project management skills through the development and pitching of a media product or publication idea (GA)

L6.7 Demonstrate professional level communication skills in a variety of modes (written, oral, audio-visual), advancing complex and compelling academic and journalistic arguments for different audiences (KTS)

L6.8 Manage independent study time and take full responsibility for learning, reflecting critically on this process (KTS)

L6.9 Secure a period of work placement in a media-related field and use this to create a career plan that reflects critically on the changing nature of journalistic careers and the media business and applies these conclusions in an effective personal strategy for continuous professional development (GA)

How will you learn?

The learning and the teaching of the course are directly linked to the learning outcomes above. There are several core objectives in designing learning and teaching methods. We aim to:

- Enable you to learn key journalistic skills (from research and writing to production, publishing and audience engagement) across a range of media platforms and to practice and develop these in situations of rising complexity as the course progresses
- Enable you to develop strategies that help you learn how to update your skills and knowledge to keep pace with new technologies and the changing digital media landscape
- Enable you to develop a critical understanding of journalism and the role it plays in society and a broad knowledge of current media research and theoretical debates which you can then apply to your journalistic practice, both at university and in your subsequent career

Learning takes place through a combination of face-to-face teaching and independent study. Learning is often directed and enhanced by lecturers and other teaching staff members, who support, guide and supervise our activities.

In-class learning is delivered via lectures and seminars, practical workshops and software demonstrations, small group sessions, workplace simulations and hands-on exercises. This is supported by one to one tutorials and supervision.

Practice work is focused on developing core journalistic skills (research, interviewing, writing, production and publishing) across a range of media platforms. Developing stories comes first but teaching also focuses on specific production tools – cameras, recorders, software programs. You will have the opportunity to continue working on these cross media journalistic skills through supervised and non-supervised access to the facilities.

Work on the media research-focused, contextual modules concentrates more on developing critical and conceptual skills. Lectures are generally tutor-led sessions but students are encouraged to question the ideas that are explored there. Seminars are usually more student-led – they offer a chance for students to debate, discuss and explore the ideas articulated in lectures. Presentations give students the chance to learn via leading discussions and attempting to teach their peers (or at least explain and explore key concepts). Learning on the research-focused modules is supported via the use of online tools – social media and blogs in particular. As the course progresses, these sessions will also become more practical, in terms of the skills taught, reflecting the fact that media research is also a practice.

Out of class learning takes place when you are working independently. This might be on group projects, individual assessments, research tasks and preparation for in-class sessions. Time outside of class offers a good opportunity for creative experimentation and for developing the autonomy required in professional life. Managing self-directed learning is a chance to develop strategies for time management, for idea generation and research and creative expression in general. There is a direct connection between taking responsibility for one's own independent working and the skills needed to be an effective professional worker.

Learning on the course will often take place in a group context – both in class and outside. Team and project-based productions provide opportunities to learn how to collaborate and work together professionally. They all give students opportunities to learn from their peers and collaborate on developing effective self-development strategies.

Different modules engage students in different ways, in order to support a variety of learning styles. While the majority of teaching is conducted face to face, modules are also supported via online material delivered via the Blackboard virtual learning environment. This is used to deliver lecture notes, key readings and assessment information and to facilitate discussion

groups and knowledge sharing via wikis and other tools. Many modules also use blogs and other social media tools to share useful material and links and to support individual learning and personal development.

How will you be assessed?

The majority of the assessment on the BA (Hons) Journalism degree is of coursework. During the course, you will produce a variety of artefacts for assessment, including journalistic news stories and features, video and audio packages, multimedia stories that combine text, pictures, video and audio, blogs and blog posts, websites, social media updates and feeds, print layouts, magazine dummies, product pitches, essays and seminar presentations, research reports and industry case studies. Assessments can centre on simulations of professional routines (press conferences, magazine production schedules) and involve live real world tasks (for example, running a website aimed at young people in London). You will work on both individual assessments and group projects.

Assessments on practice modules will often focus on the output of a development/production process – a story, a feature spread, a radio or TV programme, a website or blog. But you will also be assessed on your ability to critically reflect on your work as evidenced in production logs and evaluations.

Before each assessment, you are given a clear brief, which is used in conjunction with the learning outcomes and assessment criteria on each module when marking and assessing on a summative basis. Each module will include between one and three pieces of summative assessment. You receive feedback on this type of assessment and a mark, which counts towards your overall mark for the module. This is assessment of learning.

Each module will also include a piece of formative assessment. You receive feedback on this but it does not count towards your overall mark for the module. Rather, the purpose is to help you learn and prepare for the assessments that do count. This is assessment for learning.

Some modules include synoptic assessment. This means that one assessment might be part of two modules that you take at the same level and that this assessment tests whether you have met learning outcomes on both of those modules.

There is one exam on the course – at the end of the Media Law and Ethics module at Level 5. This form of assessment is used in response to industry demand. Many media organisations see an exam as a key way to test that students have developed the legal and ethical knowledge they will need when they begin to work in the media. The exam is open book – students are allowed to bring notes into the examination room. As an assessment, the exam is not intended as a test of memory. Instead it focuses on students' ability to apply legal and ethical knowledge and understanding to the kinds of problems they might encounter when working for the media.

It's important to stress that feedback is delivered in many different ways across the course: sometimes it's verbal or written; sometimes it's attached to a specific piece of work – both formative and summative. It might be given to a group or to an individual. It may come from peers as well as tutors. The crucial point is to take on board the feedback and use it to help continue personal learning and development.

Employment and further study opportunities

University of Westminster graduates will be able to demonstrate the following five Graduate Attributes:

- Critical and creative thinker
- Literate and effective communicator
- Entrepreneurial
- Global in outlook and engaged in communities
- Socially, ethically and environmentally aware

These Graduate Attributes are oriented towards your employability after completion of the course, and are aligned to the Course Learning Outcomes as follows:

Graduate Attribute	Evident in Course Learning Outcomes
Critical and creative thinker	L4.1, L4.2, L4.4, L5.1, L5.2, L5.3, L6.1, L6.2, L6.4
Literate and effective communicator	L4.3, L4.5, L4.6, L4.7, L5.5, L5.6, L5.7, L6.3, L6.4, L6.7
Entrepreneurial	L4.8, L4.9, L5.4, L5.8, L5.9, L6.5, L6.6, L6.8, L6.9
Global in outlook and engaged in communities	L4.2, L4.3, L5.3, L6.2, L6.3, L6.4
Socially, ethically and environmentally aware	L4.2, L4.3, L5.3, L6.3, L6.4

Graduates from the Journalism course will be equipped to secure employment in a range of fields, from traditional news journalism to work in the wider media and the content creation business in general. The Journalism course stresses creativity, flexibility and entrepreneurship and is designed to help students anticipate and respond to changes in the journalism/media industries so they can build sustainable careers and start new media organisations and publications.

The Journalism course's focus on transferrable skills is also a key part of preparing you for the world of work. By developing your skills in areas such as critical thinking, research, writing for academic and non-academic purposes and generating and pitching ideas, you will be well placed to pursue other employment avenues, such as post-graduate study, training in another discipline or applying for graduate-level entry into a professional career.

BA Journalism, like all the University of Westminster courses, capitalises on the benefits that London as a global city and as a major creative, intellectual and technology hub has to offer for the learning environment and experience of our students. London remains the centre of the UK news media business and the course makes full use of the potential it offers, via field trips, visits to key news media organisations and professional bodies. Visiting industry speakers contribute directly to teaching on modules, often offering formative feedback on students' projects. The MAD faculty regularly invites in industry speakers and leading creative professionals. Journalism students are encouraged to take full advantage of these. More

importantly, London is a great source of stories – students are encouraged to look beyond the campus and create pieces of real journalism aimed at the global audience in London.

Employability Strategy

You will be encouraged to think about career planning from the beginning of your time on the course. In Year 1, you will develop a professional development plan in which you indicate your initial career aims and how you can best use your time on the course to achieve those aims. You will return to this plan at various points in the course, updating it in response to your experience and what you have learned. You will be encouraged to profile different journalists and changing job opportunities and you will work on preparing your CV and online profile. You will learn different techniques for marketing your skills and for obtaining work experience.

During your time on the course, you will be expected to complete at least one period of work experience, which you will then reflect on and use to update your original professional development plan so that you can develop a post-graduation career strategy. You will also create an online portfolio site that showcases work done on the course and you will be encouraged to find ways to share and publicise this site with potential employers. In your final year, you will also learn more about the skills needed to start sustainable new media publications and sites and will be encouraged to develop launch plans and pitches you can use after university.

Course structure

This section shows the core and option modules available as part of the course and their credit value. Full-time Undergraduate students study 120 credits per year.
Course structures can be subject to change each academic year following feedback from a variety of sources.

Credit Level 4				
Module code	**Module title**	**Status**	**UK**	**ECTS**
4JRNL001W	Introduction to Journalism	Core	20	10
4JRNL002W	News, Features, Comment	Core	20	10
4JRNL003W	Digital First: Introduction to Producing Online/Multimedia Journalism	Core	20	10
4MEST016W	Media and Society	Core	20	10
4MEST015W	Media and Globalisation	Core	20	10
4JRNL005W	Introduction to Consumer and Lifestyle Journalism	Option	20	10
4JRNL006W	Journalism: Stories and Histories	Option	20	10
	Cluster Option (see below for details)	Option	20	10
	Faculty Elective (see below for details)	Option	20	10
	University Elective (see below for details)	Option	20	10
Award of Certificate of Higher Education available				
Credit Level 5				
Module code	**Module title**	**Status**	**UK**	**ECTS**
5JRNL001W	Pitch, Produce, Publish: Creating Modern	Core	20	10
5JRNL002W	Media Law and Ethics	Core	20	10
5JRNL003W	Theories of Media and Communication	Core	20	10
5MEST015W	Researching Media and Communication	Core	20	10
5JRNL005W	Specialist Journalism 1	Option	20	10
5JRNL006W	Multimedia Storytelling and Production	Option	20	10
5JRNL007W	Journalism, Politics and the Media	Option	20	10
	Cluster Option (see below for details)	Option	20	10
	Faculty Elective (see below for details)	Option	20	10
	University Elective (see below for details)	Option	20	10
Award of Diploma of Higher Education available				

Credit Level 6				
Module code	**Module title**	**Status**	**UK**	**ECTS**
6JRNL001W	Final Journalism Project	Core	40	20
6MEST001W	Media Futures	Core	20	10
6MEST006W	Dissertation	Option	40	20
6MEST012W	Extended Essay	Option	20	10
6JRNL003W	Specialist Journalism 2	Option	20	10
	Cluster Option (see below for details)	Option	20	10
	Faculty Elective (see below for details)	Option	20	10
	University Elective (see below for details)	Option	20	10
Award /BA available				
Award /BA Honours available.				

Please note: Not all option modules will necessarily be offered in any one year.

At Level 4, students can choose one option.

At Level 5, they can choose two.

At Level 6 students can choose to do the 40 Credit Dissertation. If they do this, they have to choose one more option. If students do the 20 Credit Major Research Project, they must choose two options.

The options run and offered by the BA (Hons) Journalism course are listed above. It is expected that most Journalism students will choose these options.

Alternatives to the BA (Hons) Journalism options – Digital Media cluster options

One of the key aims of the BA (Hons) Journalism course is to offer students choice, flexibility and autonomy so that they can customise the degree to better suit their own long-term aims and interests. As a result, students will be able to choose options run by other courses in the Digital Media cluster rather than Journalism options if they wish, timetables permitting.

At Level 4, they will be able to choose 4MEST014W Celebrity Culture and the Media, which is run by the PR and Advertising Course.

At Level 5, students will be able to choose from Digital Media cluster options including:

- 5RDPR003W Talk Radio, which is run by the Radio and Digital Production course

The options run by the Digital Media and Communication course:

- 5MEST010W Creativity
- 5MEST011W Cultural Industries and Media Markets
- 5MEST012W Information Society,

The options run by the PR and Advertising Course:

- 5PURL001W Advertising and Promotional Culture
- 5PURL002W Sex, Violence and Censorship

At Level 6 students will be able to choose from Digital Media cluster options including:

- 6RDPR00W Producing Audio Drama, which is run by the Radio and Digital Production course

The options run by the Digital Media and Communication course:

- 6MEST009W Contemporary Issues in Media Policy
- 6MEST010W Transforming Audiences

Alternatives to the BA (Hons) Journalism options – Faculty and University electives

Students will also be able to choose from a number of elective modules, offered by the Media, Arts and Design Faculty and the university as a whole.

The Media, Arts and Design Faculty electives will aim to encourage collaborations between courses and across clusters. At the moment, these modules are still in development. However, one Faculty elective is currently running and available for Journalism students to choose – Creative Encounters, which is offered at Level 5.

The Westminster electives will be available to students across the whole of the university. As with the MAD electives, these modules aim to encourage collaboration - this time across faculties. They will directly address the distinctive series of Graduate Attributes that all Westminster degrees aim to encourage and develop (outlined in detail on Page 9 of this document). They will give students the opportunity to pursue interests beyond their specific degrees and to network with students outside of their home courses and faculties. At the moment, these electives are still in development but they will be available for students to choose at all levels of their degrees.

Academic regulations
The current Handbook of Academic Regulations is available at westminster.ac.uk/academic-regulations

How will you be supported in your studies?

Course Management

BA (Hons) Journalism is managed by a course leader and is grouped with a number of other courses in the Digital Media cluster in the Faculty of Media, Arts and Design on the Harrow Campus. The Journalism course leader works with colleagues who teach across a range of undergraduate modules in the cluster and the Faculty to deliver core content. The Media and Communications Research modules are led by members of the Communication and Media Research Institute, thereby ensuring that teaching is informed by current media research. A course committee made up of staff and students meets at least once a semester and all modules are monitored and reviewed regularly. The Journalism course leader is supported by the Dean of the Faculty and other senior management staff.

Academic Support

Upon arrival, an induction programme will introduce you to the staff responsible for the course, the campus on which you will be studying, the Library and IT facilities, additional support available and to your Faculty Registry Office. You will be provided with the Course Handbook, which provides detailed information about the course. Each course has a course leader or Director of Studies. All students enrolled on a full-time course and part time students registered for more than 60 credits a year have a personal tutor, who provides advice and guidance on academic matters. The University uses a Virtual Learning Environment called Blackboard where students access their course materials, and can communicate and collaborate with staff and other students

Learning Support

The Academic Learning Development Centre supports students in developing the skills required for higher education. As well as online resources in Blackboard, students have the opportunity to attend Study Skills workshops and one to one appointments.

Learning support includes four libraries, each holding a collection of resources related to the subjects taught at that site. Students[1] can search the entire library collection online through the Library Search service to find and reserve printed books, and access electronic resources (databases, e-journals, e-books). Students can choose to study in the libraries, which have areas for silent and group study, desktop computers, laptops for loan, photocopying and printing services. They can also choose from several computer rooms at each campus where desktop computers are available with the general and specialist software that supports the courses taught at their Faculty. Students can also securely connect their own laptops and mobile devices to the University wireless network.

Support Services
The University of Westminster Student Affairs department provide advice and guidance on accommodation, financial and legal matters, personal counselling, health and disability issues, careers, specialist advice for international students and the chaplaincy providing multi-faith guidance. The University of Westminster Students' Union also provides a range of facilities to support students during their time at the University.

How do we ensure the quality of our courses and continuous improvement?
The course was initially approved by a University Validation Panel in 2015. The panel included internal peers from the University, academic(s) from another university and a representative from industry. This helps to ensure the comparability of the course to those offered in other universities and the relevance to employers.

The course is also monitored each year by the Faculty to ensure it is running effectively and that issues which might affect the student experience have been appropriately addressed. Staff will consider evidence about the course, including the outcomes from Course Committees, evidence of student progression and achievement and the reports from external examiners, to evaluate the effectiveness of the course. Each Faculty puts in to place an action plan. This may for example include making changes on the way the module is taught, assessed or even how the course is structured in order to improve the course, in such cases an approval process is in place.

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[1] Students enrolled at Collaborative partners may have differing access due to licence agreements.

A Course review takes place periodically to ensure that the curriculum is up-to-date and that the skills gained on the course continue to be relevant to employers. Students meet with review panels to provide feedback on their experiences. Student feedback from previous years e.g. from Course Committees is also part of the evidence used to assess how the course has been running.

How do we act on student feedback?
Student feedback is important to the University and student views are taken seriously. Student feedback is gathered in a variety of ways.

- Through Course Committees students have the opportunity to express their voice in the running of their course. Student representatives are elected to Committee to expressly represent the views of their peer. The University and the Students' Union work together to provide a full induction to the role of the student representatives.

- Each Faculty also has its own Faculty Student Forum with student representatives; this enables wider discussions across the Faculty. Student representatives are also represented on key Faculty and university committees.

- All students are invited to complete a questionnaire before the end of each module. The feedback from this will inform the module leader on the effectiveness of the module and highlight areas that could be enhanced.

- The University also has an annual Student Experience Survey which seeks the opinions of students about their course and University experience. Final year Undergraduate students will be asked to complete the National Student Survey which helps to inform the national university league tables.