

# Programme Specification: Television Production BA Effective from 2022/23 L4

## Course record information

<b>Name and level of final award</b>	<ul style="list-style-type: none"> <li>• Bachelor of Arts with Honours - Television Production</li> <li>• Bachelor of Arts with Honours - Television Production with Professional Experience</li> <li>• Bachelor of Arts with Honours - Television Production with International Experience</li> </ul> <p>The award is Bologna FQ-EHEA first cycle degree or diploma compatible</p>
<b>Name and level of intermediate awards</b>	<ul style="list-style-type: none"> <li>• Bachelor of Arts (BA) - Television Production</li> <li>• Diploma of Higher Education (Dip HE) - Television Production</li> <li>• Certificate of Higher Education (CertHE) - Television Production</li> </ul>
<b>Awarding body/institution</b>	University of Westminster
<b>Teaching institution</b>	University of Westminster
<b>Status of awarding body/institution</b>	Recognised Body
<b>Location of delivery</b>	Primary: Harrow
<b>Language of delivery and assessment</b>	English
<b>QAA subject benchmarking group(s)</b>	<p><a href="https://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/subject-benchmark-statement-communication-media-film-and-cultural-studies.pdf?sfvrsn=28e2cb81_4">https://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/subject-benchmark-statement-communication-media-film-and-cultural-studies.pdf?sfvrsn=28e2cb81_4</a></p> <p>with consideration of</p> <p><a href="https://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/sbs-art-and-design-17.pdf?sfvrsn=71eef781_16">https://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/sbs-art-and-design-17.pdf?sfvrsn=71eef781_16</a></p>
<b>Professional statutory or regulatory body</b>	N/A
<b>Westminster course title, mode of attendance and standard length</b>	<ul style="list-style-type: none"> <li>• BA Television Production FT, Full-time, September start - 3 years standard length with an optional year abroad or placement</li> </ul>
<b>Valid for cohorts</b>	From 2022/3

## 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: <https://www.westminster.ac.uk/study/undergraduate/how-to-apply>

## Recognition of Prior Learning

Applicants with prior certificated or experiential learning at the same level of the qualification for which they wish to apply are advised to visit the following page for further information:

<https://www.westminster.ac.uk/current-students/guides-and-policies/student-matters/recognition-of-prior-learning>

## Aims of the programme

The BA (Hons) Television Production degree is designed to equip you for professional achievement in the television and digital media industries by preparing you for the challenges of a multi-skilled, mixed portfolio career. It combines the building of hands-on practical skills, focused on how television programmes are conceived, produced, commissioned and distributed, with critical and creative thinking and communication abilities. This will help you to become a highly articulate, literate and adaptable professional in the global digital environment, with strong self-shooting, collaborative, creative and critical competencies. Reflecting the increasingly international nature of the contemporary media landscape, the course actively encourages a global mindset and student collaboration at transnational and multicultural levels, further enabled by the diversity of our student body.

Using a digital workflow for both single and multi-camera production modes in the first two years of your degree, this course enables you to produce programmes across all genres; from documentary and drama to TV commercials, online video content, and live studio productions. In the final year, you will look towards the current innovations and techniques in this rapidly changing industry and expand your skills by developing your own projects and programmes such as documentaries, dramas, entertainment shows, and exploring new digital possibilities. Practical skills across all areas of programme creation are underpinned by critical analysis, enabling you to create, reflect and synthesise your learning throughout the degree.

Graduates have a high employment rate in many aspects of the media industries, including television direction, production, editing and visual effects; broadcast television drama and documentary productions; new media and branded content; studio entertainment productions, TV commercials, the corporate television sector, children's television, sports broadcasting and music video production. Our graduates leave equipped with knowledge, skills and a mindset necessary to thrive in the creative industries today.

The course has been designed and developed with Equality, Inclusion and Diversity at its heart, and reflects the University's commitment to EDI. This presents itself through the consideration of diverse reading and learning materials, which engage with a wide range of Illustration and Visual Communication practices from different cultures and communities. The use of real world examples, live brief projects and invited speakers that are representative of the diverse community in which we are working. Our assessments are designed to be accessible and authentic, making them achievable for students of all backgrounds, and representative of the global context.

## Employment and further study opportunities

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

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

University of Westminster courses capitalise 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.

Our location in London facilitates finding employment opportunities and experiences, as this is a vibrant global hub for the media, creative and cultural industries.

Graduates have a high employment rate in many aspects of the media industries, including television direction, production, editing and visual effects; broadcast television drama and documentary productions; new media and branded content; studio entertainment productions, TV commercials, the corporate television sector, children's television, sports broadcasting and music video production. The BA Television programme also has a strong record in preparing graduates for postgraduate study across a range of both practical and theoretical disciplines, as well as postgraduate teacher training.

Graduate employment and opportunities in the media industries are constantly shifting, and graduates from this course have demonstrated their responsiveness to these changes. We regularly monitor graduate career destinations, and reflect on this information in the planning of the course curriculum. Graduate destinations include: mainstream broadcasters such as ITV, BBC and C4, plus streaming services such as Netflix and international production giants such as Disney, National Geographic, a countless number of UK indie production companies and the advertising industry. We have alumni who have worked on a wide range of production projects, from movies like those of the Fast and Furious franchise to popular reality formats such as C4's First Dates.

Throughout the learning journey on the degree, employability opportunities are supported by our strong alumni network. Opportunities and internships generated by industry contacts are regularly posted via Blackboard to all students on the course. The University's position in London aids students in finding work experience (or live projects), with numerous opportunities available within the vibrant media activities of the city.

Students are also encouraged to integrate all such opportunities into the general programme of study. Our aim is to foster a culture of gathering expertise, building professional networks, and expanding academic learning with the knowledge and skills gained in live media environments. Students are offered regular opportunities to attend master classes run by The Royal Television Society and Screen Skills.

Production companies where students regularly undertake internships and work experience and where Television Production alumni are employed include: BBC Science, BBC Drama, Sky Sports, ITV, ITN, Good Morning, Breakfast, Channel 4, Disney Europe, Disney Nordic, Turner Network Television, Bedlam Productions, Big Brother, Endemol, Talk Back, Tiger Aspect, Propellor TV and Fountain Studios.

Modules at levels 5 and 6 (2nd and 3rd year) address work-related skills to support career development, including a short period of work experience integrated within a level 5 module.

### Optional Industry Placement Year and Optional International Experience Year

**Placement Year:** if you choose to take the opportunity of one-year work placement after Year 2, you will complete the TV Production Extended Work Placement module. This is a maximum 40-week placement to develop your employability skills and to boost your CVs with relevant work experience. A sandwich year coordinator will help students identify placements through leveraging our industry contacts via our Careers Advice teams, Creative Enterprise Centre and the School Employers' Panel, but it is ultimately the student's responsibility to find a placement.

**International Experience Year:** if you choose to take the opportunity to spend one academic year after Year 2 studying overseas at one of our Exchange Partner Institutions, you'll complete the TV Production Study Abroad module. This is a valuable opportunity to expand your study experiences and contacts on an international level.

## 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 course learning outcomes:** upon completion of Level 4 you will be able to:

- LO 4.1 Demonstrate practical skills across a range of broadcast television technologies, following a digital workflow from acquisition to distribution ( KU GA PPP )
- LO 4.2 Demonstrate an understanding of the historical development of the broadcast television industry, its organisational structures and key genres, and how this development is informed by and responds to changing global markets, new technologies and the needs of diverse cultures, societies and audiences ( KU GA CS )
- LO 4.3 Identify the key theoretical debates and critical approaches that underpin the artistic, social, political and economic analysis of the global television industry, its production approaches and its key content genres ( KU GA CS )
- LO 4.4 Demonstrate the core writing skills – from treatments and scripts to production documents - required for the production of a television programme ( GA PPP CS )
- LO 4.5 Recognise the key production roles and their functions on a TV production crew ( GA PPP )
- LO 4.6 Create and pitch programme ideas to a given brief with a defined audience ( GA PPP CS )
- LO 4.7 Communicate in written, oral and audio-visual modes, acknowledging, as relevant, academic standards, professional protocols and the appropriate register and approach for a range of audiences ( GA KTS CS )
- LO 4.8 Manage study time and information, taking responsibility for your own learning, with external guidance ( GA KTS CS )
- LO 4.9 Work effectively with other students as a member of a group, and meet obligations to your peers and to staff ( GA KTS CS )

**Level 5 course learning outcomes:** upon completion of Level 5 you will be able to:

- LO 5.1 Demonstrate in-depth knowledge of practical skills following a digital workflow from acquisition to distribution across a diverse range of programmes ( KU GA CS )
- LO 5.2 Critically position forms of television within the industry, its organisational structures and key genres, with reference to key texts exploring how this development is informed by and responds to changing global markets, new technologies and the needs of diverse cultures, societies and audiences ( KU GA CS )
- LO 5.3 Explain and apply the key theoretical debates and critical approaches that underpin the artistic, social, political and economic analysis of the global television industry, its production approaches and its key content genres, with reference to contemporary developments driven by converging technologies and evolving modes of production ( KU GA CS )
- LO 5.4 Demonstrate in-depth knowledge of the craft and management skills required for the production of television programmes across a range of genres ( GA PPP CS )
- LO 5.5 Participate in and critically reflect on the content creation processes that underpin television production across a number of genres ( GA PPP CS )
- LO 5.6 Compare the key production roles on a TV production crew, with reference to future career aims and identify potential work placements ( GA PPP )
- LO 5.7 Describe and explain how television professionals work within the creative industries, both within media organisations and as individual entrepreneurs ( GA )
- LO 5.8 Communicate effectively in written, oral and audio-visual modes, adhering to academic standards, professional protocols and the appropriate register and approach for a range of audiences ( GA KTS CS )
- LO 5.9 Effectively manage study time and information, taking responsibility for your own learning, with limited guidance ( GA KTS )

**Additional Year course learning outcomes:** upon completion of Additional Year you will be able to:

- LO E.1 Demonstrate an ability to adapt to an alternative academic culture. ( GA PPP KTS )
- LO E.2 Apply and develop your television production skills at an international level. ( GA PPP KTS )
- LO P.1 Demonstrate an in-depth knowledge of the organisational contexts of television production. ( GA PPP KTS )
- LO P.2 Achieve self-development and growth through professional practice experience in an organisation of choice. ( GA PPP KTS )

**Level 6 course learning outcomes:** upon completion of Level 6 you will be able to:

- LO 6.1 Apply professional-level practical skills following a digital workflow from acquisition to distribution across longer form single camera and multi camera productions ( KU GA )
- LO 6.2 Demonstrate a comparative detailed understanding of the current state of the television industry, and recent changes in response to new technologies, new economic contexts and the needs of increasingly diverse and global audiences ( KU GA CS )
- LO 6.3 Synthesise and apply a high-level understanding of the key theoretical debates and critical approaches that underpin the artistic, social, political and economic analysis of the global television industry, its production approaches and its key content genres, with reference to contemporary developments driven by converging technologies and evolving modes of production ( KU GA CS )
- LO 6.4 Critically evaluate the craft and management skills required for the production of television programmes and video content across a range of genres, incorporating an awareness of new and emerging video and image technologies and their possible applications ( GA PPP CS )
- LO 6.5 Demonstrate advanced understanding of content creation processes for television productions, informed by audience research and targeting, commissioning policies and legal and compliance issues ( GA PPP CS )
- LO 6.6 Critically appraise the key production roles on a TV production crew, self- manage professional development, outline career plans and identify potential employment opportunities ( GA PPP CS )
- LO 6.7 Communicate creatively in written, oral and audio-visual modes, using the appropriate academic standards, professional protocols and register for a range of audiences ( GA KTS )
- LO 6.8 Confidently undertake management of study time and information, taking responsibility for your own learning, and apply critical reflection to this process ( GA KTS )
- LO 6.9 Work professionally with others, in complex and unpredictable contexts, to solve a range of creative and production problems, recognising the varied contributions and roles that result in effective collaborative working, and offering leadership or support as appropriate ( GA KTS )

## How will you learn?

### Learning methods

The teaching and learning methods on the course are directly related to the aims and learning outcomes identified above. The learning journey is designed to lead the student from acquisition of foundational production competencies and a broad knowledge of key theoretical concepts to sophisticated understanding, in-depth analytical and advanced production skills by the end of the course.

To achieve these objectives, the course delivers a series of practical modules that support the steady development of skills and knowledge across the three years of the course. These nurture innovative thinking and creative possibilities for future media industry employment opportunities.

The course is taught through a fusion of practice and theory, using a mix of lectures, tutorials and workshops to support the development of both practical and critical academic skills. Students work with industry standard facilities and equipment, television industry experienced teaching staff and highly rated academics. We use a variety of assessment methods, including practical projects, presentations, written work, blogs, pitches, websites, video essays and reflective writing.

### Teaching methods

At all levels, teaching includes lectures, workshops, group activities and tutorials, together with supervised use of facilities. Students receive continuous formative feedback in practice workshops from tutors and peers. Practice based modules conclude with a screening where peer review is welcomed. This is a valuable opportunity for students to participate in and develop knowledge and understanding directly with their contemporaries.

The scheduled / supervised time represents only a proportion of study for each module (approximately one quarter overall). The remaining time is self-managed by the student, so offering scope for creative experimentation, exploration and the emergence of the autonomy required in professional life. Independent learning and self-management are important key transferable skills embedded across all levels of the course.

Core theory lectures in levels 4 & 5 (years 1 and 2) address the whole year group, whereas practical workshops are generally limited to around twenty-five students or fewer. The final year Dissertation and Major Project are supported through focused one-to-one tuition and production group workshops. Production groups for final projects vary in numbers from smaller Documentary groups of 5-6 students and Multi Camera Studio project groups of 15-20 students.

Across the course, a blended approach is adopted, combining face-to-face sessions with online learning and resources, as appropriate. We support our modules with online material through Blackboard, the University's Virtual Learning Environment. This material includes technical support, video tutorials, discussion boards, and many other resources to support learning.

## Assessment methods

The course offers a variety of assessment methods, each designed to develop the core knowledge, understanding and skills that are outlined in the learning outcomes above. We have developed an assessment strategy that is varied and rigorous, whilst also acknowledging the time constraints on students.

Practical modules are typically assessed through a combination of the submitted finished programmes accompanied by a critical evaluation which assesses the success of the project in meeting its stated aims, whilst relating the outcome to relevant critical theory. Moreover, critique at screenings of produced work creates opportunities for more informal peer feedback.

Theoretical modules draw upon a range of assessment methods, including written essays and case-study analyses, presentations, research plans, video essays, authentic assessments (such as pitch presentations, show bibles and casting folders) and online tasks (such as blogs).

Clear assessment criteria are stated in module documents, and these are linked to the module learning outcomes that are located in the module descriptors.

Students receive feedback on all assessments, and this directly relates to the assessment criteria for each module. Students also have an opportunity to discuss the outcome of assessments with module staff.

Additionally, formative feedback is given throughout modules in tutorials, group discussions, and in the final screenings of practical modules. This is designed to inform students of areas for improvement, and of current strengths which are to be nurtured and developed. Assessment seeks to encourage skills in critical judgement and self-evaluation.

Currently the percentage split on BA Television Production between practical and theoretical elements of the course is 60:40, with scope to further tailor this balance based on personal preference, through optional module selections.

All marking criteria on this course are based upon the University outcome classification descriptors as laid out in Appendix C of the Student Regulation Handbook: <https://www.westminster.ac.uk/current-students/guides-and-policies/academic-matters/academic-regulations>

Grade descriptors are a framework and will not provide mutually exclusive criteria for each grade band. The final grade will be a matter of academic judgement. Module handbooks and module sites on the VLE contain specific assessment criteria for the module which are informed by the university grade descriptors.

Graduate Attribute	Evident in Course Outcomes
Critical and creative thinker	LO 4.1, LO 4.2, LO 4.3, LO 4.4, LO 4.6, LO 4.9, LO 5.1, LO 5.2, LO 5.3, LO 5.4, LO 5.5, LO 5.6, LO 5.8, LO 6.2, LO 6.3, LO 6.4, LO 6.5, LO 6.6, LO 6.7, LO E.2, LO P.1
Literate and effective communicator	LO 4.1, LO 4.2, LO 4.3, LO 4.4, LO 4.6, LO 4.7, LO 4.8, LO 4.9, LO 5.1, LO 5.3, LO 5.8, LO 5.9, LO 6.1, LO 6.2, LO 6.3, LO 6.4, LO 6.5, LO 6.7, LO 6.8, LO 6.9, LO E.2, LO P.1, LO P.2
Entrepreneurial	LO 4.1, LO 4.5, LO 4.6, LO 4.8, LO 5.2, LO 5.7, LO 6.1, LO 6.4, LO 6.6, LO 6.8, LO 6.9, LO E.2, LO P.2
Global in outlook and engaged in communities	LO 4.2, LO 4.5, LO 4.9, LO 5.1, LO 5.2, LO 5.5, LO 5.6, LO 5.7, LO 6.2, LO 6.5, LO 6.6, LO 6.9, LO E.1, LO E.2, LO P.2
Socially, ethically and environmentally aware	LO 4.2, LO 4.3, LO 5.1, LO 5.3, LO 5.5, LO 6.5, LO 6.9, LO E.1, LO E.2, LO P.2

## 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.

Modules are described as:

- **Core** modules are compulsory and must be undertaken by all students on the course.
- **Option** modules give you a choice of modules and are normally related to your subject area.
- **Electives**: are modules from across the either the whole University or your College. Such modules allow you to broaden your academic experience. For example, where electives are indicated you may choose to commence the

study of a foreign language alongside your course modules (and take this through to the final year), thereby adding further value to your degree.

- Additional information may also be included above each level for example where you must choose one of two specific modules.

## Modules

### Level 4

Optional/Elective modules will be available subject to timetabling constraints and access restrictions. Elective choices must not clash in timetabling with core modules. Elective/option modules lists are available via online module registration each year.

Award of Certificate of Higher Education in Television Production available.

Module Code	Module Title	Status	UK credit	ECTS
4TVPR002W	In the Studio	Core	20	10
4TVPR003W	On Location	Core	20	10
4TVPR008W	Self-Shooting for Documentary	Core	20	10
4TVPR006W	Switch On: Key Concepts in TV	Core	20	10
4TVPR001W	Tune In: Key Contexts in TV	Core	20	10
4MECM004W	Media and Communication Research 1	Option	20	10
4TVPR009W	TV: Ideas, Identities, Issues	Option	20	10
		Elective	20	10

### Level 5

Elective modules will be available subject to timetabling constraints and access restrictions. Elective choices must not clash in timetabling with core modules. Elective/option modules lists are available via online module registration each year.

Module Code	Module Title	Status	UK credit	ECTS
5TVPR007W	Drama: Storytelling for TV	Core	20	10
5TVPR008W	Going Live! - TV studio production	Core	20	10
5TVPR009W	Professional Life	Core	20	10
5TVPR010W	TV Narratives: Traditions and Innovations	Core	20	10
5TVPR002W	Breaking Boundaries in TV	Option	20	10
5MECM011W	Celebrity Culture and the Media	Option	20	10
5FMPR001W	Screen 2: Camera and Lighting Skills	Option	20	10
5FMST001W	Screen 2: Identities: Race, Class and Gender in Film and Television	Option	20	10
5FMPR002W	Screen 2: Short Form Film and Video	Option	20	10
5TVPR001W	TV Advertising and Branded Content	Option	20	10
5TVPR011W	TV: Adaptation & Invention	Option	20	10
5TVPR012W	Writing and Directing for TV Drama	Option	20	10

### Additional Year

Professional Experience Placement Year:



If you choose to take the opportunity of a one-year work placement after Level 5, you must complete the TV Production Extended Work Placement module (120 credits) in order to achieve the award "with professional experience"

International Experience Year:

If you choose to take the opportunity to spend one academic year after Level 5 studying overseas at one of our exchange partner institutions, you must complete the TV Production Study Abroad module (120 credits) in order to achieve the award "with international experience".

Module Code	Module Title	Status	UK credit	ECTS
5TVPR013W	BA Television Extended Work Placement	Option	120	60
5TVPR014W	TV Production Study Abroad	Option	120	60

## Level 6

Level 6:

**Students must take one of:**

**6TVPR002W Dissertation/Television**

**6TVPR004W Extended Research Essay/Television**

If you take Extended Research Essay you must also then take another **two** option/elective modules of 20 credits each. If you take Dissertation then you must also take **one** option/elective module of 20 credits.

Module Code	Module Title	Status	UK credit	ECTS
6TVPR002W	Dissertation (Television)	Core	40	20
6TVPR004W	Extended Research Essay (Television)	Core	20	10
6TVPR006W	Final Project – (TV Production)	Core	40	20
6TVPR005W	Innovations in TV and Beyond	Core	20	10
6TVPR007W	Broadcast News	Option	20	10
6MECM008W	Diversity and the Media	Option	20	10
6TVPR008W	Producing for Television	Option	20	10
6MECM016W	Transforming Audiences	Option	20	10
6TVPR009W	Understanding Screen Performance	Option	20	10

Please note: Not all option modules will necessarily be offered in any one year. In addition, timetabling and limited spaces may mean you cannot register for your first choice of option modules.

## Professional body accreditation or other external references

## Course management

The BA Television Production is taught within the Westminster School of Media and Communication within the College of Design, Creative and Digital Industries. The management structure supporting the course is as follows:

- The Course Leader is responsible for the day-to-day running and overall management of the course and development of the curriculum.
- The Head of School holds academic responsibility for the course and for the other undergraduate courses run within the Westminster School of Media and Communication.

The staff team also collectively support the management of the course through responsibilities for individual modules, learning areas and course planning.

The research activities and practice experience of course staff is employed in improving the delivery of the course to ensure that we provide a fulfilling student experience, and reflect current and emerging real-world concerns and demands. Regular staff meetings ensure this, along with consultation with students for feedback on module delivery, as well as formal and informal interaction between the staff and outside industry professionals. Key course staff are members of the Higher Education Academy, the professional body for academics in higher education. All course staff participate in annual appraisal and observation of their teaching by their colleagues. This can inform staff development through course or conference attendance and research / professional activity.

## Academic regulations

The current Handbook of Academic Regulations is available at [westminster.ac.uk/academic-regulations](https://www.westminster.ac.uk/academic-regulations).

Course specific regulations apply to some courses.

## 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 Campus Registry. 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. Further information on Blackboard can be found at <https://www.westminster.ac.uk/current-students/studies/your-student-journey/when-you-arrive/blackboard>

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. Further information on the Academic Learning Development Centre can be found at [westminster.ac.uk/academic-learning-development](https://www.westminster.ac.uk/academic-learning-development).

Learning support includes four libraries, each holding a collection of resources related to the subjects taught at that site. Students 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 in their College. Students can also securely connect their own laptops and mobile devices to the University wireless network.

## Support Services

The University of Westminster Student and Academic Services 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. Further information on the advice available to students can be found at <https://www.westminster.ac.uk/student-advice>

The University of Westminster Students' Union also provides a range of facilities to support students during their time at the University. Further information on UWSU can be found at <https://www.westminster.ac.uk/students-union>

## How do we ensure the quality of our courses and continuous improvement?

The course was initially approved by a University Validation Panel. University Panels normally include internal peers from

the University, academic(s) from another university, a representative from industry and a Student Advisor.

The course is also monitored each year by the College 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 evidence of student surveys, student progression and achievement and reports from external examiners, in order to evaluate the effectiveness of the course and make changes where necessary.

A Course revalidation 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 revalidation panels to provide feedback on their experiences. Student feedback from previous years 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 student engagement activities at Course/Module level, students have the opportunity to express their voice in the running of their course. Course representatives are elected to expressly represent the views of their peers. The University and the Students' Union work together to provide a full induction to the role of the course representatives.
- There are also School Representatives appointed jointly by the University and the Students' Union who meet with senior School staff to discuss wider issues affecting student experience across the School. Student representatives are also represented on key College 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.
- Final year Undergraduate students will be asked to complete the National Student Survey which helps to inform the national university league tables.

This programme specification provides a concise summary of the main features of the course and the learning outcomes that a student might reasonably be expected to achieve and demonstrate, if they take full advantage of the learning opportunities that are provided. This specification is supplemented by the Course Handbook, Module proforma and Module Handbooks provided to students. Copyright in this document belongs to the University of Westminster. All rights are reserved. This document is for personal use only and may not be reproduced or used for any other purpose, either in whole or in part, without the prior written consent of the University of Westminster. All copies of this document must incorporate this Copyright Notice – 2021©

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