

**PROGRAMME SPECIFICATION**

**Course record information**

Name and level of final award:	BSc Honours Biomedical Sciences (Sandwich) The BSc Honours Biomedical Sciences is a BSc degree that is Bologna FQ-EHEA first cycle degree or diploma compatible.
Name and level of intermediate awards:	BSc Biological Sciences (Sandwich) Diploma of Higher Education in Biological Sciences Certificate of Higher Education in Biological Sciences
Awarding body/institution:	University of Westminster
Teaching Institution:	University of Westminster
Status of awarding body/institution:	Recognised Body
Location of delivery:	115 New Cavendish Street
Language of delivery and assessment:	English
Mode, length of study and normal starting month:	Four years, with a year placement in the biomedical sciences laboratory. September start.
<a href="#">QAA subject benchmarking group(s)</a> :	Biomedical Science
Professional statutory or regulatory body:	The Institute of Biomedical Science and Health and Care Professions Council
Date of course validation/review:	April 2016
Date of programme specification approval:	April 2019
Valid for cohorts :	From September 2019
Course Leader	Dr David Gaze
UCAS code and URL:	B900 <a href="http://westminster.ac.uk/courses/undergraduate">westminster.ac.uk/courses/undergraduate</a>

## What are the minimum entry requirements for the course?

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.

[westminster.ac.uk/courses/undergraduate/how-to-apply](http://westminster.ac.uk/courses/undergraduate/how-to-apply)

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](http://westminster.ac.uk/courses/undergraduate/how-to-apply)

## Aims of the course

The BSc Honours Biomedical Sciences (Sandwich) has been designed to

- Provide a progressively structured, stimulating and research-informed educational experience and to facilitate your learning and personal development through a variety of teaching and assessment methods
- Help you gain a sound knowledge and understanding of the of human body structure and function, the causes and mechanisms of the disease development and the cutting edge technologies and methods employed in the diagnosis, monitoring and prevention of human disorders
- Promote your ability to develop a range of skills and attributes needed for employment in science and non-science based careers and to prepare you for further study and continued professional development
- Enable you to satisfy the requirements of the Institute of Biomedical Sciences (IBMS) for membership and part fulfill the standards for the registration with the Health and Care Professions Council (HCPC)
- Provide you with an opportunity to experience the environment and context of a real workplace by allowing you to undertake a year placement in the research or diagnostic laboratory
- Enable you to appreciate in a foreign culture by allowing you to study at a university during the year abroad experience and gain knowledge of the scientific working practice and culture of another country

## What will you be expected to achieve?

Learning outcomes (LO) 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).
- **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).
- **Graduate attributes** are characteristics that you will have developed during the duration of your course (GA). These are mapped against the Course Learning Outcomes below, in Table 1 (in the section Employment and further study opportunities).

Course learning outcomes are not delivered exclusively within individual modules, but the core modules identified in brackets below focus the delivery of particular course learning outcomes as shown.

We also offer a range of option modules (sometimes termed 'electives') at level 4 to expand your skills and experience in specialised aspects of the course. Note that individual modules have module-specific learning outcomes (identified in Module Proformas, which are published in the Course Handbook).

### **Level 4 learning outcomes**

Level 4 will give you an opportunity to acquire the necessary background scientific knowledge for further study in biomedical sciences. In addition, you will be able to develop relevant analytical, communication, professional and personal skills appropriate to this level.

#### **Upon completion of level 4 you will be able to demonstrate:**

- LO 4.1** Broad understanding, concepts and terminology of biochemistry, molecular biology with genetics, including structure and function of biological molecules, cellular metabolism, structure and function of genes, mechanisms of their control and regulation. **KU** (Biochemistry)
- LO 4.2** Broad understanding of concepts and terminology of structure and function of prokaryotic and eukaryotic cell biology. Biodiversity, natural selection and evolution of organisms, their life cycle, cell division, self-replication and death. **KU** (Cell biology)
- LO 4.3** Broad understanding of the structure, function and control of the human body, its component parts and major systems, terminology of human anatomy and physiology. **KU** (Human Physiology, Functional Anatomy)
- LO 4.4** Good understanding the need to establish and maintain a safe practice environment, key principles and laboratory processes, health & safety legislation, the Human Tissue Act, correct use of SI units, importance of quality assurance, CPA and ISO 15189 **KU** (Critical skills for the Biomedical sciences)
- LO 4.5** The use of the standard laboratory techniques safe handling of laboratory materials, the collection, manipulation and presentation of experimental data and the use of basic numeracy skills. The ability to evaluate your own strengths and weaknesses in the subjects studied to continually demonstrate personal development. **PPP** (Critical skills for the biomedical sciences)
- LO 4.6** Skills in sample safe handling, preparation, staining techniques and the use of microscopy. **PPP** (Functional anatomy)
- LO 4.7** The acquisition of a broad knowledge base, ability to access library resources, online material and undertake simple research tasks with guidance and the ability to communicate in written, oral and audio-visual modes, acknowledging academic standards, professional protocols and a range of audiences. **KTS** (Cell biology, Biochemistry, Critical Skills for the Biomedical Sciences)
- LO 4.8** Effective work with others on common tasks, problem solving, ability to recognise the factors affecting team performance, the need for time management and self-reflection. **KTS** (Human Physiology)

### **Level 5 learning outcomes**

At level 5 you will acquire expertise in a comprehensive range of biomedical sciences subject specific knowledge, specialist investigative techniques, data analysis and research methods. In addition, you will be able to develop relevant professional and key transferable skills for your placement year.

#### **Upon completion of level 5 you will be able to demonstrate:**

- LO 5.1** A detailed knowledge of microorganism biodiversity, host-pathogen interactions on the population, organismal and molecular levels, body response mechanisms and how they affect human health. **KU** (Infection and Immunity)

- LO 5.2** Detailed understanding of the complex processes and events leading to human diseases and the principles of a system-led approach to the study of disease and its treatment. **KU** (Applied Pathobiology)
- LO 5.3** A critical awareness of human genetics, pattern of inheritance with methods of genetic testing and associated ethical issues. **KU** (Medical Genetics and Genomics)
- LO 5.4** A detailed knowledge of biochemical mechanisms involved in regulation of homeostasis; causes and consequences of metabolic disorders which affect human wellbeing. **KU** (Metabolic Biochemistry)
- LO 5.5** Awareness of current UK legislations, British, European and International Standards that govern and effect pathology and biomedical laboratory practice, the importance and ability to maintain confidentiality and to obtain informed consent. **PPP** (Medical Genetics and Genomics)
- LO 5.6** Ability to devise and perform experiments to provide new information, evaluate experimental methods for investigation in biomedical sciences, select appropriate statistical methods, use relevant software packages and evaluate their application to experimental data. **PPP** (Infection and Immunity, Research Methods)
- LO 5.7** Effective management of your own learning strategy in the biomedical sciences, problem solving, making effective and critical use of the variety of resources available and ability to access and use the scientific literature, including electronic databases. **KTS** (Metabolic Biochemistry)
- LO 5.8** Expertise to retrieve scientific or clinical information from the literature, including interrogation of electronic databases, to collect and synthesise this information and produce a literature review of an area, cite the scientific literature according to an accepted format and prepare a design for a new research project. **KTS** (Applied Pathobiology, Research Methods)
- LO 5.9** Safe handling, storage, use and disposal of clinical samples, including confidence in operating commonly used laboratory instruments, results interpretation and presentation of clinical laboratory report. **PPP** (Professional Practice for Biomedical Scientists)

### **Laboratory Placement year learning outcomes (PLO)**

Placement in the biomedical sciences laboratory ensures that you gain in depth knowledge, understanding and experience of the Biomedical Science environment in preparation for employment as a Biomedical Scientist within the National Health Service, private pathology laboratory, biotechnology and pharmaceutical companies and many other organisations including the Public Health England, Medical Research Council and academic research laboratories.

Upon completion of placement you will be able to demonstrate:

- PLO 1** A greater knowledge of what is available in the job market. **KU** (Laboratory Placement in Biomedical Sciences)
- PLO 2** Knowledge and evidence of the acquisition of laboratory competencies necessary for completion of the IBMS Certificate of Competence Registration Portfolio. **KU** (Laboratory Placement in Biomedical Sciences)
- PLO 3** Ability to perform a variety of laboratory assays and activities within a working laboratory environment to the satisfaction of your workplace training officer or designated trainer. **PPP** (Laboratory Placement in Biomedical Sciences)
- PLO 4** Personal responsibility for directing your own learning, making the best use of available opportunity in the achievement of competencies for entry to the Health and Care Profession Council register. **KTS** (Laboratory Placement in Biomedical Sciences)

## Level 6 learning outcomes

The final year of your course Level 6 focuses on integrating your learning to support a multidisciplinary approach to research, diagnosis and management of disorder and disease. You will also enhance your graduate attributes and become socially, ethically and environmentally aware of the developments in the global market.

### Upon completion of level 6 you will be able to demonstrate:

- LO 6.1** Critical understanding of current technologies in sample preparation and microscopic examination of cells and tissues, including their gross structure, ultrastructure and changes occurring during disease. **KU** (Cellular and Molecular Pathology)
- LO 6.2** In depth understanding of current methods of isolation, identification, characterisation, diversity and classification of human pathogens, including the impact of advances in science and technology on public health. **KU** (Medical Microbiology in the Genomic era)
- LO 6.3** Critical understanding of the causes and consequences of diseases associated with abnormal immune function, and advances in immunological methods. **KU** (Clinical Immunology and Immunohaematology)
- LO 6.4** Critical understanding of different elements that constitute blood in normal and disease state, the principles of biochemical investigation used in the diagnosis, treatment and monitoring of disease. **KU** (Diagnostic Biochemistry and Haematology)
- LO 6.5** Ability to design and carry out an independent research project within an appropriate area, record, analyse and interpret results, and produce a detailed and coherent written project report. **PPP** (Research project)
- LO 6.6** Ability to use a multidisciplinary systematic approach and exercising your own professional judgement within the legal and ethical boundaries of the biomedical sciences. **PPP** (Cellular and Molecular Pathology)
- LO 6.7** Clear strategy to identify methods/tools appropriate in the results interpretation, including effective use of statistical and bioinformatics methods, ability to justify their choice and to critically evaluate their success. **KTS** (Research project, Medical Microbiology in the genomic era and Clinical Immunology and Immuno-Haematology)
- LO 6.8** Effective and interactive working within a group to formulate approaches to the task in hand; problem solving, the ability to seek and recognise support and to be proactive in group members' roles, particularly leadership, take responsibility for your actions and reflect on and evaluate your work. Communicate through individual oral presentation and be able to answer questions from the audience competently. **KTS** (Diagnostic Biochemistry and Haematology)

### How will you learn?

The BSc Honours Biomedical Sciences (Sandwich) course responds to the rapidly changing Biomedical Science profession, with the demand for multi-skilled IT literate professionals, who need to be able to demonstrate competency in a wide range of laboratory techniques and work effectively in a modern highly automated biomedical laboratory. Our teaching and learning strategy is designed to reflect this, as the philosophy of the course is inherently *interdisciplinary*. We aim to provide you with a broad range of practical and conceptual knowledge and skills specific to the biomedical sciences, and also applicable to the wider skills required in the workplace. We also engage you with the broader ethical and social contexts that affect us all, and ask you to become an effective communicator through diverse media for local and global audiences. We thereby build your Graduate Attributes identified above, as well as your creative and technical skills as Biomedical Sciences Practitioners.

The teaching and learning methods on the course are directly related to the aims and learning

outcomes identified above. We have designed the course to lead you from a broad understanding and skills across all course subjects and key theoretical concepts, to focused knowledge and skills in depth by the end of the course. At the point of graduation we also intend that you will have identified a biomedical subject area of your interest, and importantly the professional opportunities open to you for your future careers.

A number of different teaching styles may be expected, according to the nature of the subject matter covered in the different modules. At Level 4, the modules provide core knowledge and skills across the biomedical sciences. Much of the Level 4 programme is common across the Department's undergraduate module scheme. The module Critical Skills enables all Biomedical Sciences undergraduates to develop selected study and key skills that form a basis for continued development in higher levels of the programmes. General laboratory skills are embedded within core modules at Level 4 and the **Laboratory Research module at Level 5 which will prepare you for the final year project**. In general modules are delivered using combinations of lectures, tutorials, laboratory-based practicals, problem solving and computer-based exercises and student-centred learning.

A parallel process in theoretical study accompanies the practical modules, with you being encouraged to integrate theory and practice throughout. Modules at levels 5 and 6 (2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year) address work-related skills to support career development, including a one year work placement experience after your level 5. You can also apply to study part of your second year abroad with one of our overseas exchange partners.

At all levels teaching includes lectures and seminars on one hand, and practical laboratory work, group activities and tutorials on the other, together with supervised use of facilities.

You receive continuous formative feedback through group and one-to-one tutorials and periodic reviews, designed to give you multiple points of guidance throughout your studies and before a final assessment. Most practical assessments are conducted as group, making these key-learning opportunities for all students involved.

The scheduled / supervised time represents only a proportion of study for each module (approximately one third overall). The remaining time is self-managed by you, so offering scope for creative experimentation, exploration and the emergence of the autonomy required of you in professional life.

Core lectures in levels 4 & 5 (years 1 and 2) address the whole year group, whereas tutorials and seminars are generally limited to around twenty-five students or fewer. Your final year Dissertation and Research Project are supported through focused one-to-one tuition.

We support our modules with online material through Blackboard, the University's Virtual Learning Environment. This material may include recorded lectures, videos, practical examples, computer-based exercises, technical support, key references, discussion groups, blogs, and many other functions.

### **How will you be assessed?**

Our assessment strategy reflects the philosophy of the course, aiming to develop the creative, flexible and thoughtful biomedical sciences practitioners of the future. Assessment is integral to the overall learning process, and we offer a range of assessment methods. This will allow you to demonstrate your skills and understanding in a variety of ways. The benefit is that this provides a range of activities in which to excel, so supporting and encouraging a variety of preferred learning styles.

Module assessment is frequently on the basis of examination and course work ratios of 50:50 or 60:40. Several modules in the scheme are assessed by 100% course work. Assessment methods for course work are varied and include essays, practical work, group work, presentations and reports. The 40 credit Level 6 Research Project is assessed by written thesis.

Clear Assessment Criteria are stated in module documents, and these are linked to the module Learning Outcomes.

You will receive written feedback from all assessments, and this directly relates to the assessment criteria for each module. You will also have an opportunity to discuss the outcome with module staff.

Formative feedback is also given throughout modules in tutorials, group discussions, and in the laboratory practicals. It is designed to inform you of areas for improvement, and of current strengths which are to be nurtured and developed.

Some modules may be partly or wholly peer assessed (by groups of your fellow students, but under staff supervision) to support you in developing skills in critical judgement and self-evaluation.

Some modules assess learning outcomes from another module (called 'synoptic assessment'). This allows you to combine elements of learning from different modules and show your accumulated knowledge and understanding of biomedical sciences theory and practice (especially the linkage of theory and practice). It also helps to reduce formal assessment and so ensure that you have as much time and opportunity as possible to develop your skills, knowledge and experience.

## Employment and further study opportunities

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.

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:

**Table 1. Alignment of Graduate Attributes to Course Learning Outcomes**

<b>Graduate Attribute</b>	<b>Evident in Course Learning Outcomes</b>
Critical and creative thinker	LO4.1, LO5.3, LO6.1, LO6.5, LO6.8
Literate and effective communicator	LO4.7, LO4.8, LO5.5, LO5.8, LO6.5, LO6.8
Entrepreneurial	LO4.5, LO4.7, LO5.6, LO5.7, LO6.6, LO6.8
Global in outlook and engaged in communities	LO4.4, LO4.8, LO5.4, LO5.5, LO6.2, LO6.5, LO6.7
Socially, ethically and environmentally aware	LO4.1, LO4.2, LO4.3, LO4.5, LO5.3, LO5.4, LO5.7, LO6.4, LO6.5, LO6.6, LO6.7

Graduates from Biomedical Sciences have a high employment rate and are sought by a wide range of employers. Major employment areas include diagnostic pathology and clinical laboratories, NHS Blood and Transplant laboratories, private pathology laboratories, Public Health England, veterinary and agricultural laboratories, clinical genetics laboratories, forensic laboratories, research laboratories in universities, government or charity-funded research laboratories, research development for the pharmaceutical, diagnostics, medical devices and laboratory instrumentation industries, clinical trials, regulatory affairs (drug registration and patents), commerce (sales and marketing) related to healthcare and diagnostics products.

We also have a strong record in preparing graduates for postgraduate study across a range of biomedical and molecular disciplines, as well as postgraduate teacher training.

Graduate employment and opportunities in the biomedical sciences 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.

## **Employability & Skills Strategy**

The course has an Employability & Skills Strategy, published in the Course Handbook. This is intended to provide a framework to guide you through your studies and prepare you for employment and further study. The specific modules for implementing this are Critical Skills for Scientists (Level 4), Professional Practice for Biomedical Scientists (level 5), Laboratory Placement in Biomedical Sciences (Year out).

All course modules incorporate Key Transferable Skills, which are also integral to the course Employability & Skills Strategy. Key Transferable Skills support you in seeking entry into the biomedical sciences industries, as well as into a broad range of other professions & employment.

A further element of our Employability & Skills Strategy is the use of Personal Development Planning (PDP). This enables you to reflect upon personal and career goals, and the means by which these may be achieved. We build this process into the four modules already mentioned, as well as referring you to this through the Academic Tutorial Scheme.

## **Work Experience and Projects**

We require all students to undertake 48 weeks laboratory based placement work experience after the Level 5. We encourage you to ensure that this is in an aspect of the professions most appropriate to your personal career goals. Many students also undertake a very diverse range of professional experience at other stages of the course, often at a high professional level. Again, our location in London facilitates you in finding such work experience, with numerous opportunities available within the biomedical laboratories in London, UK and abroad.

Our students are also encouraged to successfully 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 laboratory environments.



## 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.

<b>Credit Level 4</b>				
<b>Module code</b>	<b>Module title</b>	<b>Status</b>	<b>UK credit</b>	<b>ECTS</b>
4BICH001W	Biochemistry	Core	20	10
4BIOL002W	Cell Biology	Core	20	10
4BIOM003W	Critical Skills for the Biomedical Sciences	Core	20	10
4BIOM004W	Functional Anatomy	Core	20	10
4PHYM001W	Human Physiology	Core	20	10
4PHYM002W	Fundamentals of Pharmacology	Option	20	10
4BIOL001W	Applications of Biological Sciences	Option	20	10
4HRBM002W	Botany	Option	20	10
4BICH002W	Biological Chemistry	Option	20	10
4HMNT001W	Principles of Nutrition	Option	20	10
<b>Award of Certificate of Higher Education available</b>				
<b>Credit Level 5</b>				
<b>Module code</b>	<b>Module title</b>	<b>Status</b>	<b>UK credit</b>	<b>ECTS</b>
5BIOM007W	Applied Pathobiology	Core	20	10
5BIOM002W	Medical Genetics and Genomics	Core	20	10
5BIOM008W	Infection and Immunity	Core	20	10
5BICH001W	Metabolic Biochemistry	Core	20	10
5BIOM004W	Professional Practice for Biomedical Scientists	Core	20	10
5BIOM010W	Research Methods	Core	20	10
<b>Award of Diploma of Higher Education available</b>				
<b>Year out placement</b>				
<b>Module code</b>	<b>Module title</b>	<b>Status</b>	<b>UK credit</b>	<b>ECTS</b>
6BIOM001W	Laboratory Placement in Biomedical Sciences	Core	40	20
<b>Award of Certificate of Achievement available</b>				
<b>Credit Level 6</b>				
<b>Module code</b>	<b>Module title</b>	<b>Status</b>	<b>UK credit</b>	<b>ECTS</b>
6BIOM002W	Cellular and Molecular pathology	Core	20	10
6BIOM003W	Clinical Immunology and Immuno-Haematology	Core	20	10
6BIOM004W	Diagnostic Biochemistry and Haematology	Core	20	10
6BIOM005W	Medical Microbiology in the genomic era	Core	20	10
6BICH003W	UG Research Project	Core	40	20
<b>Award BSc Biomedical Sciences (Sandwich) available</b>				
<b>Award BSc Honours Biomedical Sciences (Sandwich) available.</b>				

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

## Professional Body Accreditation or other external references

The Institute of Biomedical Sciences (IBMS), the professional body for biomedical scientists, accredits BSc Honours Biomedical Sciences (Sandwich). This accreditation is a process of peer review and recognition by the profession of the achievement of quality standards for delivering BSc Honours Biomedical Sciences programme which conform to the QAA subject benchmark statement for biomedical science (November 2007, reviewed 2014). It also confirms that the course offers industry focused and professionally oriented learning, high quality work experience, and maintains engagement with its graduates as they develop their careers in accordance to the Health and Care Professional Council standards of proficiency for biomedical scientists (December 2014).

## Academic regulations

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

## How will you be supported in your studies?

### Course Management

BSc Honours Biomedical Sciences (Sandwich) is managed by a Course Leader, and is grouped with a number of other courses in the Faculty of Sciences and Technology and the Department of Biomedical Sciences on the Cavendish Campus. The Dean of Faculty and other senior Faculty staff provide support and management at their respective levels, enhancing the specific role of the Course Leader.

We also have Employability and Placements Coordinators who oversee placement arrangements. The staff team also collectively support the management of the course through responsibilities for individual modules, workshop areas and contributions to planning.

The professional and research practice of course staff is employed in improving the delivery of the course to ensure that we reflect current and emerging real-world concerns and demands. Regular staff meetings ensure this, 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 participates in personal development planning process, annual appraisal and peer observation of their teaching by their colleagues. This can inform staff development through course or conference attendance and research / professional activity.

### 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<sup>1</sup> can search the entire library collection online through the Library Search

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<sup>1</sup> Students enrolled at Collaborative partners may have differing access due to licence agreements.

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.

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.

## For more information about this course

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**Please note:** 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 s/he takes full advantage of the learning opportunities that are provided. This specification should be read in conjunction with the Course Handbook provided to students and Module Handbooks, which provide more detailed information on the specific learning outcomes, content, teaching, learning and assessment methods for each module.

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