**PROGRAMME SPECIFICATION WORD TEMPLATE – UNDERGRADUATE PROGRAMMES**

**Guidance**

When completing this template, the following sources of guidance are available:

1. LEaD Guidance, incorporating relevant national guidance available via the Quality Manual (see [here](https://www.city.ac.uk/about/governance/quality-manual/3-programme-development-approval-and-amendment#tab=tab-2));
2. Information on the HESA Teaching and Learning and Assessment Types – see below;
3. Assessment and Feedback Policy and guidance (see [here](http://www.city.ac.uk/about/education/quality-manual/6-assessment)).

**Key considerations**

When completing the template, the following should be considered:

1. Ensuring the information is written in a way that is student-facing and attractive to students and prospective students.
2. Ensuring that any changes to module teaching and/or assessment types are reflected accurately in the programme specification.
3. Ensuring explicit reference is made to the Framework for Higher Education Qualifications in the Programme Summary.
4. Ensuring all appropriate routes/pathways (including those that incorporate optional study abroad or placement activity) are incorporated into the relevant programme specification.
5. Ensuring that any partnership activity is reflected in the programme specification (NB – where programmes include a partnership arrangement, please refer to the Collaborative Provision Typology available [here](https://www.city.ac.uk/about/education/quality-manual/10-partnership-provision). Information on the partnership should also be inserted at appropriate points throughout the Programme Specification, including in the ‘How do I Enter the Programme’ section).

**Approval**

Any changes to programmes need to go through a minor or major amendment and may require University approval (UPAC) depending on scale of change. Guidance on approval is available from the Quality Manual and your School Quality Team in the first instance, Student and Academic Services, and your Associate Dean Education (ADE) can also provide advice.

**Assessment Regulations**

Please note that the text on Assessment Regulations should **only** be amended if 1) compensation is not allowed or is allowed on only certain modules 2) programmes have approved Programme Regulations through which variations to the Assessment Regulations have been agreed 3) no Exit Awards are given.

Programme Specifications should be written in Arial with 11-point font**.** Please remove all italicised text from the specification before submitting for approval.



**PROGRAMME SPECIFICATION**

**KEY FACTS**

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| Programme name | *e.g. Accounting with Finance*  *Please include any additional title such as Accounting and Finance with Study Abroad* |
| Award | *e.g. BSc (Hons)* |
| Exit Awards | *e.g. BSc (Ord), Dip HE, Cert HE, N/A* |
| School | Choose an item. |
| Department or equivalent |  |
| UCAS Code |  |
| Programme code |  |
| Type of study | *e.g. full-time, part-time, distance learning, online learning, blended learning, apprenticeship, etc,* |
| Total UK credits |  |
| Total ECTS |  |
| Partner (partnership programmes only) | *Please delete these two rows if N/A* |
| Type of partnership | Choose an item. |

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| **PROGRAMME SUMMARY**  *This should cover an overview of the programme/route. You may wish to involve Marketing in this section.*  *An indication of what the student will study at each level of the programme, and any achievements/exit awards they will gain at each stage, should be provided with explicit reference to the Framework for Higher Education Qualifications. The wording given in the descriptor statements (refer to appendix 2 of the Guidance on writing programme specifications)*  Aims  *High level aims/objectives of the programme/route* |

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| **WHAT WILL I BE EXPECTED TO ACHIEVE?**  *The learning outcomes should articulate what you should be able to do on successful completion of the course, and should be aligned with the relevant qualification descriptor in the FHEQ. When writing the learning outcomes remember to ensure these are the right level for the programme, are measurable, and use verbs that can be assessed in terms of achievement so students know what is expected (ie list, discuss, apply, explore, explain, synthesise)*  **On successful completion of this programme, you will be expected to be able to:**  Knowledge and understanding:   * etc   Skills:   * etc   Values and attitudes:   * etc   This programme has been developed in accordance with the QAA Subject Benchmark for XXX*. (Delete this reference if not applicable)* |

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| **HOW WILL I LEARN?**  *This section should -*   * *indicate how the learning and teaching methods support the broad aims and learning outcomes of the course and the rationale for their use (including face to face, online and self-directed)* * *articulate the values and philosophy that underpin the teaching* * *refer to the variety of learning and teaching strategies and activities which will create an inclusive learning environment* * *include a description of formative assessments* * *include an overview of how students will receive feedback on their formative and summative assessment, and how they will be encouraged to engage with it* * *include any distinctive or innovative features of the course* * *be written in an accessible way that students will understand*   *Statement on overall number of learning and teaching hours and the breakdown of hours related to the above methods, for example:*  *This programme will include an average of X contact hours and X placement hours per week and around X contact hours and X placement hours per year. In addition, you will be expected to undertake X independent study hours per week (around X per year). Some of these hours will include use of online learning tools such as Moodle.* |

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| **WHAT TYPES OF ASSESSMENT AND FEEDBACK CAN I EXPECT?**  Assessment and Assessment Criteria  *General information on assessment e.g.:*   * *Types of assessment used – this might include any rationale or explanation as to what the HESA Assessment and Teaching types actually mean for students* * *Weightings of different types of assessments [NB formative assessment should be detailed in the ‘how will I learn’ section]*   *(This should be written to appeal to students and to support their understanding of the different ways in which they will be assessed)*  *General information on assessment and grade-related criteria e.g.*  Assessment Criteria are descriptions, based on the intended learning outcomes, of the skills, knowledge or attitudes that you need to demonstrate in order to complete an assessment successfully, providing a mechanism by which the quality of an assessment can be measured. Grade-related Criteria are descriptions of the level of skills, knowledge or attributes that you need to demonstrate in order achieve a certain grade or mark in an assessment, providing a mechanism by which the quality of an assessment can be measured and placed within the overall set of marks. Assessment Criteria and Grade-related Criteria will be made available to you to support you in completing assessments. These may be provided in programme handbooks, module specifications, on the virtual learning environment or attached to a specific assessment task*.*  Feedback on assessment  *General information on feedback e.g.*   * *Types of feedback offered* * *Timescales in which feedback will be given* * *How feedback should be used*   *(This should be written to appeal to students and to support their understanding of the different ways in which they will be provided with feedback)*  Feedback will be provided in line with our Assessment and Feedback Policy. In particular, you will normally be provided with feedback within three weeks of the submission deadline or assessment date. This would normally include a provisional grade or mark. For end of module examinations or an equivalent significant task (e.g. an end of module project), feedback will normally be provided within four weeks. The timescale for feedback on final year projects or dissertations may be longer. The full policy can be found at: <https://www.city.ac.uk/about/education/quality-manual/6-assessment>  Assessment Regulations  In order to pass your Programme, you should complete successfully or be exempted from the relevant modules and assessments and will therefore acquire the required number of credits. You also need to pass each Programme Stage of your Programme in order to progress to the following Programme Stage.  *Please insert a statement on how Programme Stages will be weighted.*  The pass mark for each module is 40%. *Please insert a statement saying whether some or all modules require students to achieve a minimum qualifying mark in the different assessment components within those modules and, if so, what the rule is/whether the details will be found in the module specification.*  If you fail an assessment component or a module, the following will apply:   1. Compensation: where you fail up to a total of one sixth of the total credits of a Programme Stage at first or resit attempt, you may be allowed compensation if:  * Compensation is permitted for the module involved (see the What will I Study section of the programme specification), and * It can be demonstrated that you have satisfied all the Learning Outcomes of the modules in the Programme Stage, and * A minimum overall mark of no more than 10% below the module pass mark has been achieved in the module to be compensated, and * An aggregate mark of 40% has been achieved for the Programme Stage.   Where you are eligible for compensation at the first attempt, this will be applied in the first instance rather than offering a resit opportunity.  If you receive a compensated pass in a module you will be awarded the credit for that module. The original component marks will be retained in the record of marks and your original module mark will be used for the purpose of your Award calculation.   1. Resit: where you are not eligible for compensation at the first attempt, you will be offered one resit attempt.   If you are successful in the resit, you will be awarded the credit for that module.  The mark for each assessment component that is subject to a resit will be capped at the pass mark for the module. This capped mark will be used in the calculation of the final module mark together with the original marks for the components that you passed at first attempt.  If you do not meet the pass requirements for a module and do not complete your resit by the date specified you will not progress to the next Programme Stage and the Assessment Board will require you to be withdrawn from the Programme.  If you fail to meet the requirements for a particular Programme Stage or the Programme, the Assessment Board will consider whether you are eligible for an Exit Award as per the table below.  If you would like to know more about the way in which assessment works at City, please see the full version of the Assessment Regulations at:  <https://www.city.ac.uk/__data/assets/pdf_file/0007/453652/s19.pdf> |

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| **WHAT AWARD CAN I GET?**  *Please note that any exception to the credit framework or degree classification structure will require approval via Student & Academic Services. If a module from a lower HE level is offered in any particular stage, e.g. level 5 modules offered as electives at stage 3, please include a comment here such as ‘\*up to 30 of these credits may be chosen from modules at HE Level 5.’*  Bachelor’s Degree with Honours:   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Programme Stage** | **HE Level** | **Credits** | **Weighting (%)** |  | **Class** | **% required** | | 1 | 4 | 120 |  |  | I | 70 | | 2 | 5 | 120 |  |  | II upper division | 60 | | 3 | 6 | 120 |  |  | II lower division | 50 | |  |  |  |  |  | III | 40 |   Ordinary Degree:   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Programme Stage** | **HE Level** | **Credits** | **Weighting (%)** |  | **Class** | **% required** | | 1 | 4 | 120 |  |  | With Distinction | 70 | | 2 | 5 | 120 |  |  | With Merit | 60 | | 3 | 6 | 60 |  |  | Without classification | 40 |   Diploma of Higher Education:   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Programme Stage** | **HE Level** | **Credits** | **Weighting (%)** |  | **Class** | **% required** | | 1 | 4 | 120 |  |  | With Distinction | 70 | | 2 | 5 | 120 |  |  | With Merit | 60 | |  |  |  |  |  | Without classification | 40 |   Certificate of Higher Education:   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Programme Stage** | **HE Level** | **Credits** | **Weighting (%)** |  | **Class** | **% required** | | 1 | 4 | 120 |  |  | With Distinction | 70 | |  | | | |  | With Merit | 60 | |  |  |  |  |  | Without classification | 40 | |

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| **WHAT WILL I STUDY?**  *Under each stage please specify -*   * *number of modules students will take* * *split between core and elective modules* * *any optional modules (usually non-credit bearing but not necessarily)* * *any pre/co requisite modules* * *if a stage includes an extensive range of optional modules please list the most popular range and a reference to where students can locate the full list of options.*   Programme Stage 1  *Information on Programme Stage 1 e.g.:*   * *Number of modules* * *Split between core and elective modules* * *Any pre/co requisite modules*  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Module Title** | **SITS Code** | **Module Credits** | **Core/ Elective** | **Compensation Yes/No** | **Level** | |  |  |  |  |  |  | |  |  |  |  |  |  |   Programme Stage 2  *Information on Programme Stage 2 e.g.:*   * *Number of modules* * *Split between core and elective modules* * *Any pre/co requisite modules*  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Module Title** | **SITS Code** | **Module Credits** | **Core/ Elective** | **Compensation Yes/No** | **Level** | |  |  |  |  |  |  | |  |  |  |  |  |  |   Programme Stage 3  *Information on Programme Stage 3 e.g.:*   * *Number of modules* * *Split between core and elective modules* * *Any pre/co requisite modules*  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Module Title** | **SITS Code** | **Module Credits** | **Core/ Elective** | **Compensation Yes/No** | **Level** | |  |  |  |  |  |  | |  |  |  |  |  |  | |

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| **TO WHAT KIND OF CAREER MIGHT I GO ON?**  *Information on possible career paths, alumni destinations etc*  If you would like more information on the Careers support available at City, please go to:  <https://www.city.ac.uk/careers/your-career> |

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| **WHAT STUDY ABROAD OPTIONS ARE AVAILABLE?**  *Opportunities for study abroad (e.g. Erasmus) should be indicated here including whether optional or compulsory, length of time, rules/constraints (visas) and where to go for further information.* |

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| **WHAT PLACEMENT OPPORTUNITIES ARE AVAILABLE?**  *Information on placement opportunities, including:*   * *Rules/constraints* * *Where to go for further information* |

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| **WILL I GET ANY PROFESSIONAL RECOGNITION?**  *Details on professional accreditation/exemptions, including:*   * *Name of PSRB* * *Nature of relationship (recognition/accreditation has been confirmed or will be sought in future).* * *Any rules governing the relationship e.g. any modules/modes students must take to be eligible, etc* * *Where to go for further information* |

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| **HOW DO I ENTER THE PROGRAMME?**  *Please specify -*   * *typical entry requirements, including grades/subjects* * *how an applicant without the formal entry qualifications may demonstrate their suitability to be admitted to the course* * *any English language requirements* * *If there is a selection process such as an interview* * *RPL/RPEL arrangement if applicable (any exceptions to City RPL/RPEL rules need to be approved by Student & Academic Services)* * *Partnership arrangement* * *Scholarships (including any institution-wide scholarships)* |

Version:

Version date:

For use from:

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