Course Information Document: Undergraduate

For students starting in Academic Year 2022/23

1. Course Summary

Names of programme and award title(s)	BA (Hons) Music Production and Sound Design BA (Hons) Music Production and Sound Design with International Year (see annex for details) BA (Hons) Music Production and Sound Design with Work Placement Year (see annex for details)
Award type	Single Honours
Mode of study	Full-time
Framework of Higher Education Qualification (FHEQ) level of final award	Level 6
Normal length of the programme	3 years; 4 years with either the International Year or Placement Year between years 2 and 3
Maximum period of registration	The normal length as specified above plus 3 years
Location of study	Keele Campus
Accreditation (if applicable)	Not applicable
Regulator	Office for Students (OfS)
Tuition Fees	**UK students:** Fee for 2022/23 is £9,250* **International students:** Fee for 2022/23 is £17,900** The fee for the international year abroad is calculated at 15% of the standard year fee

How this information might change: Please read the important information at http://www.keele.ac.uk/student-agreement/. *This explains how and why we may need to make changes to the information provided in this document and to help you understand how we will communicate with you if this happens.*

* These fees are regulated by Government. We reserve the right to increase fees in subsequent years of study in response to changes in government policy and/or changes to the law. If permitted by such change in policy or law, we may increase your fees by an inflationary amount or such other measure as required by government policy or the law. Please refer to the accompanying Student Terms & Conditions. Further information on fees can be found at http://www.keele.ac.uk/studentfunding/tuitionfees/

** We reserve the right to increase fees in subsequent years of study by an inflationary amount. Please refer to the accompanying Student Terms & Conditions for full details. Further information on fees can be found at http://www.keele.ac.uk/studentfunding/tuitionfees/

2. What is a Single Honours programme?

The Single Honours programme described in this document allows you to focus more or less exclusively on this subject. In keeping with Keele's commitment to breadth in the curriculum, the programme also gives you

the opportunity to take some modules in other disciplines and in modern foreign languages as part of a 360-credit Honours degree. Thus it enables you to gain, and be able to demonstrate, a distinctive range of graduate attributes.

3. Overview of the Programme

Music Production and Sound Design Single Honours at Keele will enable students to work at the frontiers of creativity, production, design and academic knowledge in broad music genres and creative practice fields; as well as the creative and reflective application of technology in music production, sound design, screen music, audio-visuals and music software.

These programmes aim to develop students' technical skills, creative practice, artistic imagination & production, and academic knowledge. Students will work creatively with audio software and hardware, digital audio principles and audio sources common in studio and production set ups; while understanding critical & cultural theory, recognising the importance of the social context of sound, music and technology; and immersing themselves in the music industry through innovative placement modules and initiatives.

The course recognises the wide variety of potential destinations for students after completion of their course and therefore draws on a combination of compulsory and optional modules, in addition to a final year research dissertation module and/or a creative project module, which will allow students to build a creative and academic portfolio of substantial music and sound work in one or more areas of specialism.

A series of compulsory modules in Year 1 (Level 4) and Year 2 (Level 5) will cover all programme learning outcomes at those levels. Most of these outcomes will be achieved or reinforced in optional modules. In Year 3 (Level 6) the stated outcomes are achieved by taking any of the modules offered in each semester.

Our students will have ample opportunities for employer engagement throughout the three years of education. At L5, students can take a Work Placement module that could be enhanced as a work placement year opportunity; and a work placement module is also available at L6.

4. Aims of the programme

The broad aims of the programme are to enable you to:

- acquire knowledge and in-depth understanding of the key issues (theoretical and applied), technologies and concepts in music production and sound design;
- prepare for interdisciplinary professional work and research in the areas related to music production and sound design; these may be in the music and other creative industries, the recording studio or academia;
- specialise in particular areas of musical and sound interest, building a professional profile and portfolio enhancing employability from L4 and throughout the programme;
- recognise the historical, theoretical, creative, practical and wider cultural dimensions of the fields of music production and sound design with a vision to decolonize traditional cultural and creative narratives;
- acquire research and scholarship skills to undertake independent research and to develop creative portfolios, academic dissertations, and solutions and critiques regarding music production and sound design;
- develop critical, analytical and problem based learning skills through a different array of teaching methods and creative assessments;
- develop students' communication, numeracy, time management, self management and professional transferable skills;
- develop skills for team working needed in creative practice synergies, dialogues and collaborations between relevant fields such as music production, sound technology, sound design, computer science, business, media, and film.
- develop employability skills to prepare for future employment, either within or outside the music industry, via placement modules and/or placement year.

5. What you will learn

The intended learning outcomes of the programme (what students should know, understand and be able to do at the end of the programme), can be described under the following headings:

- Subject knowledge and understanding
- Subject specific skills
- Key or transferable skills (including employability skills)

Subject knowledge and understanding

Successful students will be able to:

- Design digital audio artifacts for a variety of creative applications that are customary in the music and audio industry, for example recording, editing, crafting audio and mastering music mixes.
- Apply creatively recording and studio techniques for music production and sound design (e.g videogames, TV, film, animation, commercial sound applications).
- Use specialised tools and advanced techniques for audio interactivity, recording, signal processing and sound design.

Subject specific skills

Successful students will be able to:

- Solve technical and creative problems associated with sound and music using visual and/or coding platforms for software development.
- Identify the challenges and opportunities offered by individual and/or collaborative creative endeavours and demonstrate strategies to tackle them through project teamwork.
- Explain and evaluate debates and texts concerning digital arts practices and their relation with technology in historical, contemporary and cultural contexts.
- Explain the applications of theoretical, technical and contextual foundations of the discipline to achieving artistic ends.
- Evaluate and reflect on the importance and impact of music and sound in relation to other areas of human endeavour.
- Critically review the literature, which includes identifying the key developments in a particular area of study, critically analysing them and identifying limitations and avenues for further development or explanation.

Key or transferable skills (including employability skills)

Successful students will be able to:

- Apply communication skills to address effectively interdisciplinary teams and clients.
- Contribute to setting objectives and to deliver specified outcomes both as an individual working with or under the direction of others and as part of a team.
- Apply oral and/or written and/or audio-visual communication skills that are essential to active learning, professional training and future employment.
- Appraise and evaluate alternative courses of action using empirical, qualitative and interdisciplinary approaches.
- Recognise and respond to opportunities for innovation.

Keele Graduate attributes

Engagement with this programme will enable you to develop your intellectual, personal and professional capabilities. At Keele, we call these our ten Graduate Attributes and they include independent thinking, synthesizing information, creative problem solving, communicating clearly, and appreciating the social, environmental and global implications of your studies and activities. Our educational programme and learning environment is designed to help you to become a well-rounded graduate who is capable of making a positive and valued contribution in a complex and rapidly changing world, whichever spheres of life you engage in after your studies are completed.

Further information about the Keele Graduate Attributes can be found here: http://www.keele.ac.uk/journey/

6. How is the programme taught?

Learning and teaching methods used on the programme vary according to the subject matter and level of the module. All teaching is research-led and social learning is encouraged in sessions. They include the following:

- **Lectures** provide a basic outline for a module and a framework for students' creative and applied engagement. A lecture relays principles, concepts, ideas and theoretical knowledge about a relevant topic.
- **Seminars** involve a two-way communication between lecturers and participants; active discussions, reflections and debates are key components of seminars. Seminars are more interactive and involve student participation in the learning. Students are required to prepare for seminars either by carrying out assigned reading, listening or creative tasks.
- **Tutorials** are either one-to-one sessions with the tutor, at the request of the tutor or student, to discuss

aspects of their work and preparation for assignments, or they involve small group discussion to address specific issues with the tutor.

- **Workshops and demonstrations** are used mainly for studio-based modules. Their purpose is more practical than seminars, lectures or tutorials. They may also involve guest speakers or tutor and student cohort to demonstrate relevant creative work.
- **Plenaries**. Modules involving mainly small-group seminar teaching or tutorials (such as ISPs and dissertation) often have plenary sessions to discuss the structure of the module teaching, explain practical arrangements and assessment. Plenary sessions may also be arranged to review lesson objectives and consolidate learning. This is a good opportunity for students and lecturers to reflect on the learning process, ask questions, discuss next steps and revise learning outcomes.
- Most modules involve aspects of the Keele Learning Environment (KLE) as part of their learning or assessment process. The KLE is an online learning environment that provides a range of tools to support your learning, including access to documents and other resources, quizzes, discussion boards, pre-recorded tasks and explanations, assignments and announcements. Students are sometimes asked to submit course work, other short assignments or complete quizzes using the KLE, or are referred to it for reading, listening and for contributing to online discussions. TEAMS may also be used for creative tasks. Lecturers will be clear on which platform is expected to be used at the beginning of term.
- All modules involve independent study, which can include prescribed reading, listening, practising and designing. In addition to prescribed work, effective independent study depends on students being able to identify, access, evaluate and use a range of additional materials for themselves. All students have access to the University Library, the internet, separate Music Production and Sound Design resources to support learning on the Programme, and to materials accessible electronically via the Keele Learning Environment (KLE) or TEAMS.

Apart from these formal activities, students are also provided with regular opportunities to talk through particular areas of difficulty, and any special learning needs they may have, with their Personal Tutors or module lecturers on a one-to-one basis.

Music Production and Sound Design provides clear opportunities for students to engage with external partners at all levels of study. In years 1 and 2, core modules may feature master classes by guest lecturers, who may be figures in industry or in local arts organisations or charities. In years 2 and 3, students can take work placement modules to build up their experience of applying the skills acquired on the programme to real-world settings. Students can choose to undertake a placement year as part of the degree. Finally, students' final-year project work will give them chances both to do projects that involve external partners and there will be an event at Keele that showcases their work. The assessments have been designed to support students' abilities to publicise their work, including digitally, both during and after their studies.

7. Teaching Staff

The programme is informed and inspired by successful creative practitioners and researchers, and balances creativity with critical-theoretical approaches. The international group of staff has a range of specialisms including musical and cultural theory, ethnomusicology & popular music, composition, programming, sound design and engineering and audio-visual creative work.

All current members of staff have doctorates (PhDs/DPhils) in music and are active researchers with international and world-class reputations. Our staff group has extensive experience of undergraduate and postgraduate teaching in universities in the UK, continental and Eastern Europe and Latin America. Staff have gained University-level teaching qualifications accredited by the Higher Education Academy (HEA) and won teaching excellence and innovation awards for undergraduate and postgraduate teaching.

The University will attempt to minimise changes to our core teaching teams, however, delivery of the programme depends on having a sufficient number of staff with the relevant expertise to ensure that the programme is taught to the appropriate academic standard.

Staff turnover, for example where key members of staff leave, fall ill or go on research leave, may result in changes to the programme's content. The University will endeavour to ensure that any impact on students is limited if such changes occur.

8. What is the structure of the Programme?

The academic year runs from September to June and is divided into two semesters. The number of weeks of teaching will vary from programme to programme, but you can generally expect to attend scheduled teaching sessions between the end of September and mid-December, and from mid-January to May. Our degree courses are organised into modules. Each module is usually a self-contained unit of study and each is usually assessed separately with the award of credits on the basis of 1 credit = 10 hours of student effort. An outline of the structure of the programme is provided in the tables below.

There are three types of module delivered as part of your programme. They are:

- Compulsory modules - a module that you are required to study on this course;
- Optional modules - these allow you some limited choice of what to study from a list of modules;
- Global Challenge Pathways - a choice of modules that count towards the overall credit requirement but not the number of subject-related credits.

A summary of the credit requirements per year is as follows, with a minimum of 90 subject credits (compulsory plus optional) required for each year.

For further information on the content of modules currently offered, please visit: https://www.keele.ac.uk/recordsandexams/modulecatalogue/

Year	Compulsory	Optional		Electives	
		Min	Max	Min	Max
Level 4	75	30	45	0	15
Level 5	60	45	60	0	15
Level 6	0	105	120	0	15

Module Lists

Level 4

Compulsory modules	Module Code	Credits	Period
Audio Fundamentals and Recording Techniques	MUS-10108	15	Semester 1
Music Programming and Automation	MUS-10110	15	Semester 1
Sound and Society	MUS-10114	15	Semester 1
Sound for Moving Image	MDS-10025	15	Semester 2
Introduction to Music Production	MUS-10116	15	Semester 2

Optional modules	Module Code	Credits	Period
Digital Video	MDS-10009	15	Semester 1
Audiences: From Moral Panics to Digital Cultures	MDS-10027	15	Semester 1
Introduction to Television Studies	FIL-10006	15	Semester 2
Reading Film and Media	FIL-10015	15	Semester 2
Film and Culture	FIL-10017	15	Semester 2

Level 4 Module Rules

Music Production and Sound Design SH students must take five compulsory modules (indicated on the list). In order to reach the 120 credits needed to complete your first year you can take more modules from the optional ones listed above or you can take 15 credits taking part in Global Challenge Pathways.

Additional optional modules: Languages and English for Academic Purposes

Students on this programme will also be able to study language modules offered by the Language Centre, either as part of a Global Challenge Pathway or as optional modules, and may be able to achieve an enhanced degree title with the designation 'With (advanced) Competency in [language]', depending on the level of language attainment they achieve at Keele. For full details of how language modules can be accommodated within your programme of study,

click https://www.keele.ac.uk/study/languagecentre/modernlanguages/enhanceddegreetitles/

Students who are required to take an English for Academic Purposes (EAP) module as a result of their language competency test result will be required to pick this as their first option choice. *NB:* students can take an EAP module only with the approval of the English Language Programme Director and are not able to take any other Language module in the same academic year.

Global Challenge Pathways (GCPs) - Level 4 (year 1) students only

Students at Level 4 in 2022/23 have the option of taking a Global Challenge Pathway, which includes one 15-credit module in each year of the degree. Global Challenge Pathways offer students the chance to fulfil an exciting, engaging route of interdisciplinary study. Choosing a pathway, students will be presented with a global issue or 'challenge' which directly relates to societal issues, needs and debates. They will be invited to take part in academic and external facing projects which address these issues, within an interdisciplinary community of students and staff. Students completing a Global Challenge Pathway will receive recognition on their degree certificate.

Digital Futures	The Digital Futures pathway offers you the opportunity to become an active contributor to current debates, cutting-edge research, and projects with external partners, addressing both the exciting potential and the challenges of disruptive digital transformation across all spheres of life. Part of a diverse and interdisciplinary pathway community, you will engage in exciting, impactful collaborative project work in innovative formats. Engaged in real-world scenarios, you will use digital technology and creativity to promote inclusive, empowering, and sustainable change at local and global levels. **Module**: **A digital life: challenges and opportunities (GCP-10005)**
Climate Change & Sustainability	Through the Climate Change & Sustainability pathway you will develop the skills, understanding and drive to become agents of change to tackle climate change and wider sustainability challenges. You will work with international partners to explore climate change and sustainability in different international contexts; lead your own projects to drive real change in your communities; and be part of educating others to help achieve a more sustainable future. **Module**: **Climate Change & Sustainable Futures: Global Perspectives (GCP-10009)**
Social Justice	Students on this pathway will embark on a reflective journey drawing upon decolonising, feminist, and ethical perspectives on social justice, forging transformative outputs as agents of change. You will enter a dialogue with local, national, and international partners from Universities, NGOs, International Human Rights Committees. You will engage with key societal challenges, for example Covid 19 as a social crisis with impact on gender and racial identities. The pathway will allow you to monitor and critically evaluate policies and human rights treaties, and produce and disseminate digitally fluent, international and sustainable project findings. **Module**: **Reflections on Social Injustices, Past and Present (GCP-10003)**

Enterprise & the Future of Work	If we are to achieve the promise of Sustainable Development Goals, solve the climate crisis and take advantage of the changes that the digital revolution provide, we need to understand the power of enterprise and prepare for future contexts of work, creativity and disruption. Supporting you to be part of future-facing solutions, this pathway will give you the ability to make judgements on the utilisation of resources, labour and capital. It will support you in developing creative, original thinking, allowing you to collaborate on projects that persuade and effect change, setting you up to thrive in future environments of work and innovation. **Module**: **Enterprise and the Future of Work 1 (GCP-10007)**
Global Health Challenges	By taking the global health challenge pathway you will develop solutions to improve the health and quality of life for particular people and communities, engaging with these groups to co-design interventions. This pathway will provide you with skills that go beyond a focus on health and will allow you to develop your ability to work in a team and lead change in society. The knowledge, skills and work experience will complement your core degree and enhance your career opportunities and graduate aspirations. **Module**: **Key concepts and challenges in global health (GCP-10001)**
Languages & Intercultural Awareness	By choosing modules from this pathway, will develop a practical knowledge of a specific language, allowing you to graduate with an enhanced degree title, or develop skills to teach English as a Foreign Language. You will meet and communicate with speakers different linguistic and cultural communities, ranging from students at partner universities in Japan and China, to refugees in Hanley, and develop an understanding of how languages and cultures interact. This pathway explores the power of language as a force both for breaking down and building cultural and political barriers - words can be weapons as well as bridges. You will examine how language is used, examine linguistic choices and how these impact on intercultural understanding. Throughout the pathway we also examine the practice of communication across cultural contexts, exploring cultural differences such as the language of ethnicity and gender. **Modules**: **you will be able to select from either a Modern Language of your choice OR Certificate in TESOL Level 1.**

Level 5

Compulsory modules	Module Code	Credits	Period
Sound Design	MUS-20072	15	Semester 1
Live Sound and Studio Skills	MUS-20074	15	Semester 1
Creative Synergies: Designing Collaborative Projects	MUS-20076	15	Semester 2
Digital Sampling	MUT-20014	15	Semester 2

Optional modules	Module Code	Credits	Period
Gender and the Cinematic Gaze	FIL-20001	15	Semester 1
Professional development	MAN-20090	15	Semester 1
Social Media and Society	MDS-20036	15	Semester 1
Work Placement for Humanities Students	ENG-20055	15	Semester 1-2
Web Technologies	CSC-20021	15	Semester 2
Making the News	MDS-20020	15	Semester 2
Film and Screen Music	MUS-20066	15	Semester 2

Level 5 Module Rules

Music Production and Sound Design SH students must take four compulsory modules (indicated on the list). In order to reach the 120 credits needed to complete your first year you can take more modules from the optional ones listed above or you can take 15 credits taking part in Global Challenge Pathways.

Level 6

Optional modules	Module Code	Credits	Period
Approaches to Screenwriting	FIL-30013	15	Semester 1
Commercial Sound Applications	MUT-30016	15	Semester 1
Work Placement for Humanities Final-Year Students	ENG-30088	15	Semester 1-2
Music Production and Sound Design Portfolio - ISP	MUS-30055	30	Semester 1-2
Dissertation - Research Project ISP	MUS-30059	30	Semester 1-2
Enterprise Business Plan	MAN-30070	15	Semester 2
Creative Magazine Production	MDS-30012	15	Semester 2
Advanced Mixing and Mastering	MUS-30053	15	Semester 2
Say it loud! Music, sound and social change	MUS-30057	15	Semester 2

Level 6 Module Rules

You must take at least one ISP (Independent Study Project), you can also take both. The ISP modules are: Dissertation - Research Project ISP and Music Production and Sound Design Portfolio ISP.

You must complete a total of 120 credits in year 3. To reach this limit you can include additional optional modules from the list provided or you can take 15 credits taking part in Global Challenge Pathways.

9. Final and intermediate awards

Honours Degree	360 credits	You will require at least 120 credits at levels 4, 5 and 6 You must accumulate at least 270 credits in your main subject (out of 360 credits overall), with at least 90 credits in each of the three years of study, to graduate with a named single honours degree in this subject.
Diploma in Higher Education	240 credits	You will require at least 120 credits at level 4 or higher and at least 120 credits at level 5 or higher
Certificate in Higher Education	120 credits	You will require at least 120 credits at level 4 or higher

International Year option: in addition to the above students must pass a module covering the international year in order to graduate with a named degree including the 'international year' wording. Students who do not complete, or fail the international year, will be transferred to the three-year version of the programme.

Work Placement Year option: in addition to the above students must pass a non-credit bearing module covering the work placement year in order to graduate with a named degree including the 'with Work Placement Year' wording. Students who do not complete, or fail the work placement year, will be transferred to the three-year version of the programme.

10. How is the Programme Assessed?

The wide variety of authentic and innovative assessment methods used on this programme at Keele reflects the broad range of knowledge and skills that are developed as you progress through the degree programme. Teaching staff pay particular attention to specifying clear assessment criteria and providing timely, regular and constructive feedback that helps to clarify things you did not understand and helps you to improve your performance. The following list is representative of the variety of assessment methods used on your programme:

- **Written coursework:** devised in consultation with the tutor, such as essays, commentaries, reports, blog entries, research projects and dissertations. Written coursework tests the quality and application of subject knowledge. In addition it allows students to demonstrate their ability to carry out basic bibliographic research and to communicate their ideas effectively in writing in an appropriate scholarly style using recognised systems of referencing.
- **Creative project work with accompanying reflective documentation** - for example a portfolio of creative work, plus a series of reflections on the work undertaken, i.e., its aims and methods, process and creative decisions.
- **On-line quizzes, tasks and challenges** to test engagement with issues discussed in lectures, seminars, tutorials and workshops.
- **Oral presentations** (e.g. posters, pitch projects, etc) assess students' subject knowledge and understanding, as well as their ability to communicate what they know orally and visually. When delivered by groups of students, they also test students' ability to work effectively as members of a team.
- **Demonstrations and simulations** to test studio-based modules. These seek to evaluate technical skills through the simulation of real-life sound design and production scenarios.
- **Independent Study Project**, including options to write a dissertation, or to present a music production and sound design portfolio. ISP's focus on a subject related to staff research expertise. Students work closely with their supervisor to produce independent work on an area of student choice.

Marks are awarded for summative assessments designed to assess your achievement of learning outcomes. You will also be assessed formatively to enable you to monitor your own progress and to assist staff in identifying and addressing any specific learning needs. Feedback, including guidance on how you can improve the quality of your work, is also provided on all summative assessments within three working weeks of submission, unless there are compelling circumstances that make this impossible, and more informally in the course of tutorial and seminar discussions.

11. Contact Time and Expected Workload

This contact time measure is intended to provide you with an indication of the type of activity you are likely to undertake during this programme. The data is compiled based on module choices and learning patterns of students on similar programmes in previous years. Every effort is made to ensure this data is a realistic representation of what you are likely to experience, but changes to programmes, teaching methods and assessment methods mean this data is representative and not specific.

Undergraduate courses at Keele contain an element of module choice; therefore, individual students will experience a different mix of contact time and assessment types dependent upon their own individual choice of modules. The figures below are an example of activities that a student may expect on your chosen course by year stage of study. Contact time includes scheduled activities such as: lecture, seminar, tutorial, project supervision, demonstration, practical classes and labs, supervised time in labs/workshop, fieldwork and external visits. The figures are based on 1,200 hours of student effort each year for full-time students.

Activity

	Scheduled learning and teaching activities	**Guided independent Study**	**Placements**
Year 1 (Level 4)	17%	83%	0%
Year 2 (Level 5)	17%	77%	6%
Year 3 (Level 6)	12%	80%	8%

12. Accreditation

This programme does not have accreditation from an external body.

13. University Regulations

The University Regulations form the framework for learning, teaching and assessment and other aspects of the student experience. Further information about the University Regulations can be found at: http://www.keele.ac.uk/student-agreement/

If this programme has any exemptions, variations or additions to the University Regulations these will be detailed in an Annex at the end of this document titled 'Programme-specific regulations'.

14. Other Learning Opportunities

Study abroad (semester)

Students on the programme have the potential opportunity to spend a semester abroad in their second year studying at one of Keele's international partner universities.

Exactly which countries are available depends on the student's choice of degree subjects. An indicative list of countries is on the website (http://www.keele.ac.uk/studyabroad/partneruniversities/); however this does not guarantee the availability of study in a specific country as this is subject to the University's application process for studying abroad.

No additional tuition fees are payable for a single semester studying abroad but students do have to bear the costs of travelling to and from their destination university, accommodation, food and personal costs. Depending on the destination they are studying at additional costs may include visas, study permits, residence permits, and compulsory health checks. Students should expect the total costs of studying abroad to be greater than if they study in the UK, information is made available from the Global Education Team throughout the process, as costs will vary depending on destination.

Whilst students are studying abroad any Student Finance eligibility will continue, where applicable students may be eligible for specific travel or disability grants. Students who meet external eligibility criteria may be eligible for grants as part of this programme. Students studying outside of this programme may be eligible for income dependent bursaries at Keele. Students travel on a comprehensive Keele University insurance

plan, for which there are currently no additional charges. Some governments and/or universities require additional compulsory health coverage plans; costs for this will be advised during the application process.

Study Abroad (International Year)

A summary of the International Year, which is a potential option for students after completion of year 2 (Level 5), is provided in the Annex for the International Year.

Other opportunities: Work Placement Year

The programme will avail itself of the existing work placement provision in the School of Humanities, but they will also feature an optional placement year and additional opportunities to engage with industry and other external partners. Students will be well prepared for employment throughout the programme.

15. Additional Costs

Activity	Estimated Cost
Equipment - studio quality headphones for private sound monitoring	£150
Total estimated additional costs	£150

These costs have been forecast by the University as accurately as possible but may be subject to change as a result of factors outside of our control (for example, increase in costs for external services). Forecast costs are reviewed on an annual basis to ensure they remain representative. Where additional costs are in direct control of the University we will ensure increases do not exceed 5%.

As to be expected there will be additional costs for inter-library loans and potential overdue library fines, print and graduation. We do not anticipate any further costs for this programme.

16. Annex - International Year

Music Production and Sound Design with International Year

International Year Programme

Students registered for this Single Honours programme may either be admitted for or apply to transfer during their period of study at Level 5 to the International Year option. Students accepted onto this option will have an extra year of study (the International Year) at an international partner institution after they have completed Year 2 (Level 5) at Keele.

Students who successfully complete both the second year (Level 5) and the International Year will be permitted to progress to Level 6. Students who fail to satisfy the examiners in respect of the International Year will normally revert to the standard programme and progress to Level 6 on that basis. The failure will be recorded on the student's final transcript.

Study at Level 4, Level 5 and Level 6 will be as per the main body of this document. The additional detail contained in this annex will pertain solely to students registered for the International Year option.

International Year Programme Aims

In addition to the programme aims specified in the main body of this document, the international year programme of study aims to provide students with:

1. Personal development as a student and a researcher with an appreciation of the international dimension of their subject
2. Experience of a different culture, academically, professionally and socially

Entry Requirements for the International Year

Students may apply to the 4-year programme during Level 5. Admission to the International Year is subject to successful application, interview and references from appropriate staff.

The criteria to be applied are:

- Academic Performance (an average of 55% across all modules at Level 5 is required. Students with up to 15 credits of re-assessment who meet the 55% requirement may progress to the International Year. Where no Semester 1 marks have been awarded performance in 1st year marks and ongoing 2nd year assessments are taken into account)
- General Aptitude (to be demonstrated by application for study abroad, interview during the 2nd semester of year 2 (Level 5), and by recommendation of the student's personal tutor, 1st and 2nd year tutors and programme director)

Students may not register for both an International Year and a Placement Year.

Student Support

Students will be supported whilst on the International Year via the following methods:

- Phone or Skype conversations with Study Abroad tutor, in line with recommended Personal Tutoring meeting points.
- Support from the University's Global Education Team

Learning Outcomes

In addition to the learning outcomes specified in the main text of the Programme Specification, students who complete a Keele undergraduate programme with International Year will be able to:

1. Describe, discuss and reflect upon the cultural and international differences and similarities of different learning environments
2. Discuss the benefits and challenges of global citizenship and internationalisation
3. Explain how their perspective on their academic discipline has been influenced by locating it within an international setting.

These learning outcomes will all be assessed by the submission of a satisfactory individual learning agreement, the successful completion of assessments at the partner institution and the submission of the reflective portfolio element of the international year module.

Regulations

Students registered for the International Year are subject to the programme-specific regulations (if any) and the University regulations. In addition, during the International Year, the following regulations will apply:

Students undertaking the International Year must complete 120 credits, which must comprise *at least 40%* in the student's discipline area.

This may impact on your choice of modules to study, for example you will have to choose certain modules to ensure you have the discipline specific credits required.

Students are barred from studying any module with significant overlap to the Level 6 modules they will study on their return. Significant overlap with Level 5 modules previously studied should also be avoided.

Additional costs for the International Year

Tuition fees for students on the International Year will be charged at 15% of the annual tuition fees for that year of study, as set out in Section 1. The International Year can be included in your Student Finance allocation, to find out more about your personal eligibility see: www.gov.uk

Students will have to bear the costs of travelling to and from their destination university, accommodation, food and personal costs. Depending on the destination they are studying at additional costs may include visas, study permits, residence permits, and compulsory health checks. Students should expect the total costs of studying abroad be greater than if they study in the UK, information is made available from the Global Education Team throughout the process, as costs will vary depending on destination.

Students who meet external eligibility criteria may be eligible for grants as part of this programme. Students studying outside of this programme may be eligible income dependent bursaries at Keele.

Students travel on a comprehensive Keele University insurance plan, for which there are currently no additional charges. Some Governments and/or universities require additional compulsory health coverage plans; costs for this will be advised during the application process.

17. Annex - Work Placement Year

Music Production and Sound Design with Work Placement Year

Work Placement Year summary

Students registered for this programme may either be admitted for or apply to transfer during their studies to the 'with Work Placement Year' option (NB: for Combined Honours students the rules relating to the work placement year in the subject where the placement is organised are to be followed). Students accepted onto this programme will have an extra year of study (the Work Placement Year) with a relevant placement provider after they have completed Year 2 (Level 5) at Keele.

Students are responsible for securing their placement to enable complete flexibility in terms of when and where the placement is conducted, taking into consideration potential living and travel expenses which may be incurred, for which the student responsible. However, students are supported throughout the process by the School, Keele Careers and Employability team, and various other departments across the university.

Students who successfully complete both the second year (Level 5) and the Work Placement Year will be permitted to progress to Level 6. Students who fail to satisfactorily complete the Work Placement Year will normally revert to the 3-year programme and progress to Level 6 on that basis. The failure will be recorded on the student's final transcript.

Study at Level 4, Level 5 and Level 6 will be as per the main body of this document. The additional detail contained in this annex will pertain solely to students registered for the Work Placement Year option.

Work Placement Year Programme Aims

In addition to the programme aims specified in the main body of this document, the Work Placement Year aims to provide students with:

1. The opportunity to carry out a long-term, placement-based learning experience between Years 2 and 3 of their degree programme
2. Enhanced employability
3. A professional CV and portfolio that they can use when applying for employment (see below)

Entry Requirements for the Work Placement Year

Admission to the Work Placement Year is subject to successful application, interview and references from appropriate staff. Students have the opportunity to apply directly for the 4-year 'with work placement year' degree programme, or to transfer onto the 4-year programme at any point prior to undertaking the year-long work placement. Students who are initially registered for the 4-year degree programme may transfer onto the 3-year degree programme at any point in time, prior to undertaking the year-long work placement. Students who fail to pass the work placement year, and those who fail to meet the minimum requirements of the work placement year module (minimum 30 weeks full time (1,050 hours), or equivalent, work placement), will be automatically transferred onto the 3-year degree programme.

The criteria to be applied are:

- A good University attendance record and be in 'good academic standing'.
- Passed all Year-1 and Year-2 Semester 1 modules
- Students undertaking work placements will be expected to complete a Health and Safety checklist and/or training prior to commencing their work experience and will be required to satisfy the Health and Safety regulations of the company or organisation at which they are based. International students are permitted to undertake a placement, however due to visa requirements, it is not possible for international students who require a Tier 4 Visa to apply for direct entry onto the 4-year with Work Placement Year degree programme. Students wishing to transfer onto this programme should discuss this with student support, the academic tutor for the work placement year, and the Programme Lead. Students should be aware that there are visa implications for this transfer, and it is the student's responsibility to complete any and all necessary processes to be eligible for this programme. There may be additional costs, including applying for a new Visa from outside of the UK for international students associated with a transfer to the work placement programme.

Students may not register for both an International Year and a Work Placement Year.

Student Support

Students will be supported whilst on the Work Placement Year via the following methods:

- Regular contact between the student and a named member of staff who will be assigned to the student as their University supervisor. The University supervisor will be in regular contact with the student throughout the year, and be on hand to provide advice (pastoral or academic) and liaise with the Placement supervisor on the student's behalf if required.
- Two formal contacts with the student during the placement year: the University supervisor will visit the student or contact them virtually in their placement organization at around the 5 weeks after the placement has commenced, and then visit again or contact them virtually at around 15 weeks into the placement.

Learning Outcomes

In addition to the learning outcomes specified in the main text of the Programme Specification, students who complete the 'with Work Placement Year' option will be able to:

1. Understand the variety of ways in which skills developed during the study of Humanities subjects can be deployed in non-academic contexts
2. Assess their own strengths and weaknesses in an employment context through a SWOT analysis, design learning outcomes, and reflect on their own progress throughout the module
3. Articulate their placement experiences effectively and reflect on their enhanced skill set in front of an audience, using visual aids
4. Understand the aims and priorities, as well as the strengths and possible limitations, of an external organisation and design and complete activities/projects/materials that recognise and support these
5. Reflect on and critically evaluate their learning from the work placement, showing evidence that they have researched their sector and evaluated the effectiveness of their activities with this in mind

These learning outcomes will be assessed through the non-credit bearing Work Placement Year module (ENG-30090) which involves:

1. Supporting students in locating and securing a relevant work placement in any workplace where the research, analytical, and communication skills as a developed part of a Humanities degree can be used
2. Students completing a SWOT analysis (strengths, weaknesses, opportunities and threats) at the beginning of the placement, reflecting on their employability skills in terms of their assessment of sector skill demands. This will be used to create Intended Placement Outcomes and contribute to Continuing Professional Development. The action plan will be negotiated and agreed by the student, module convenor and employer.
3. Students creating a professional CV and portfolio that can be used when seeking employment after graduation
4. Students completing a 15-20 minute presentation in June/July, critically reflecting on the activities/projects they have completed so far, and the skills they have learned/developed. The audience will primarily be other students on this module, to ensure shared experiences and to create connections in preparation for returning to Keele for third year (Level 6)
5. Students developing a heightened awareness of the various ways in which their knowledge and skills can be utilised in real-world situations

Regulations

Students registered for the 'with Work Placement Year' option are subject to programme-specific regulations (if any) and the University regulations. In addition, during the Work Placement Year, the following regulations will apply:

- Students undertaking the Work Placement Year must successfully complete the zero-credit rated 'Work Placement Year' module (ENG-30090)
- In order to ensure a high-quality placement experience, each Placement is required to satisfy an approval process including a Health & Safety Checklist completed by the Placement Provider. Each party (Placement Provider, Student and University) will agree and sign a Learning Agreement outlining the rights and responsibilities associated with their participation in the Placement Year.
- Once a student has been accepted by a placement organisation, the student will inform the University as soon as possible. The placement supervisor will be responsible for ensuring that the placement experience meets the agreed contract agreed with the University.
- The placement student will also sign up an agreement outlining his/her responsibilities in relation to the requirements of each organisation.

Students will be expected to behave professionally in terms of:

(i) conforming to the work practices of the organisation; and

(ii) remembering that they are representatives of the University and their actions will reflect on the School and have an impact on that organisation's willingness (or otherwise) to remain engaged with the placement.

Additional costs for the Work Placement Year

Tuition fees for students on the Work Placement Year will be charged at 20% of the annual tuition fees for that year of study, as set out in Section 1. The Work Placement Year can be included in your Student Finance allocation; for more information please contact Student Services.

Students will have to bear the costs of travelling to and from their placement provider, accommodation, food and personal costs. Depending on the placement provider additional costs may include parking permits, travel and transport, suitable clothing, DBS checks, and compulsory health checks. Whilst on Placement students are still classed as full-time students and so eligible for Council Tax exemption, student discounts for travel etc

Eligibility for student finance will depend on the type of placement and whether it is paid or not. If it is paid, this is likely to affect student finance eligibility, however if it is voluntary and therefore unpaid, should not affect student finance eligibility. Students are required to confirm eligibility with their student finance provider.

International students who require a Tier 4 visa should check with the Immigration Compliance team prior to commencing any type of paid placement to ensure that they are not contravening their visa requirements.

Version History

This document

Date Approved: 09 May 2022

Previous documents

Version No	Year	Owner	Date Approved	Summary of and rationale for changes