

Course Information Document: Undergraduate

For Academic Year 2024/25

1. Course Summary

Names of programme and award title(s)	BA (Hons) Creative Writing BA (Hons) Creative Writing with International Year (see Annex for Details) BA (Hons) Creative Writing 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 2024/25 is £9,250* International students: Fee for 2024/25 is £19,500** The fee for the international year abroad is calculated at 15% of the standard year fee The fee for the work placement year is calculated at 20% of the standard year fee

Please note this document applies to Level 5 and 6 (Year 2 and 3) students in 2025/26. Level 4 (Year 1) students should refer instead to the document labelled '2025/26'.

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/>

** These fees are for new students. 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

Creative Writing is a wide-ranging discipline which allows you to develop your skills and voice as a writer. Under the guidance of experienced, published poets, novelists, and other creative practitioners, students will expand their understanding of literary texts and culture while also applying their knowledge of how texts are created and structured to produce their own original writing. It is an exciting and deeply rewarding subject that allows students to experiment with working in different literary forms and develop their ability to communicate with a wide range of audiences in a variety of genres, from poetry to prose fiction to screen writing to creative non-fiction. It involves imaginative engagement with literary texts from both the past and the present, and with the work of other students on the course.

The subject also demands an understanding of how literary texts function within the cultures of which they are part: creative works are neither produced nor read in a vacuum, and so students of Creative Writing will explore the historical, socio-political, ethnic, gender, and geographical contexts of the texts they study, and consider also the contexts that shape their own style and identity as writers. As part of this, they will explore the creative cultures within the wider community of which the University is part, forging links with neighbouring institutions such as theatres, museums and schools, and being involved in the creation of local literary events and engaging with ideas of bringing creative writing to the community.

Creative Writing at Keele will equip you with the skills you need to become a writer in the modern world, so as well as helping you to develop your technical abilities and your voice as a writer, the degree will also give you the knowledge and understanding you need to survive and thrive in the current writing marketplace. Students will learn both about the traditional routes to becoming a published author and newer ways of getting their work seen and read, via digital publishing and other forms of online engagement. They will gain familiarity with a range of formats and platforms that will allow them to connect with their audiences, and gain an understanding of the workings of the modern creative writing industry.

All modules offered will be taught by a team of staff with a commitment to lively and innovative teaching methods, who are research active and experts in their fields.

4. Aims of the programme

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

- Develop your own writing interests and skills, learning to write in a wide variety of styles and genres, suitable for a range of audiences.
- Build a portfolio of work that you can use to showcase your abilities to publishers, marketing houses and other potential employers and partners.
- Engage in wide and varied reading among the regional and global varieties of literature and literary criticism, and so build an understanding of how your own work can be contextualised within the wider traditions of creative writing both around the world and within your immediate community at Keele.
- Gain an understanding of the workings of the modern creative writing industry and know how to use your skills and talent to find a fulfilling and rewarding career.
- Communicate ideas and arguments with clarity and care in a number of different forms using appropriate language and techniques of presentation.
- Work both constructively and critically, by yourself and as part of a team, to deliver specific projects and be able to reflect productively on your strengths and weaknesses.

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:

- Demonstrate knowledge of the techniques and characteristics of specific written genres, forms and modes
- Apply knowledge and understanding of a range of literary texts and critical materials
- Demonstrate an ability to present their work professionally in a variety of formats and via a variety of platforms (print, digital, oral delivery, etc.)
- Understand the workings of the modern publishing industry and how to develop and promote their own writing

Subject specific skills

Successful students will be able to:

- Demonstrate advanced literacy and communication skills, and be able to harness these skills in oral presentation and in writing
- Use the knowledge and abilities they have acquired as the basis for more advanced learning or training
- Demonstrate knowledge of creative processes
- Read 'as a writer', demonstrating their understanding of the connections between creative and critical practice
- Work both constructively and critically, by themselves and as part of a team, to deliver specific projects and be able to reflect productively on their strengths and weaknesses

Key or transferable skills (including employability skills)

Successful students will be able to:

- Record and reflect on their achievements
- Present materials in a written form, with clarity in the use of language, professional layout, and lucid and effective structure
- Present materials orally in a clear and effective manner
- Write and think under pressure, and meet deadlines
- Organise their own learning through self-management
- Work with others in a constructive and respectful way
- Give and receive constructive and critical feedback

Keele Graduate Attributes

The Keele Graduate Attributes are the qualities (skills, values and mindsets) which you will have the opportunity to develop during your time at Keele through both the formal curriculum and also through co- and extra-curricular activities (e.g., work experience, and engagement with the wider University community such as acting as ambassadors, volunteering, peer mentoring, student representation, membership and leadership of clubs and societies). Our Graduate Attributes consist of four themes: **academic expertise, professional skills, personal effectiveness, and social and ethical responsibility**. You will have opportunities to engage actively with the range of attributes throughout your time at Keele: through your academic studies, through self-assessing your own strengths, weaknesses, and development needs, and by setting personal development goals. You will have opportunities to discuss your progress in developing graduate attributes with, for example, Academic Mentors, to prepare for your future career and lives beyond Keele.

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. They include the following:

Lectures where the lecturer provides students with a framework for reading, writing, and further independent study. Occasionally these may also involve a degree of interaction when students are asked to consider and then respond to tasks or questions set by the lecturer.

Workshops and seminars in groups of about 20 students where students share their own creative work with each other and receive constructive feedback both from the tutor and other students. They will also discuss published literary works and explore how these works achieve their effects, and reflect on the skills and techniques necessary for successful writing. Students are expected to play a full part in - and occasionally to lead - these discussions.

Independent study based on directed reading from primary texts, critical books and articles, etc.

Independent writing, either responding to a prompt or exploring the student's own creative interests and abilities.

Web-based learning using the University's virtual learning environment (KLE). The KLE is used to give students easy access to a wide range of resources and research tools, and as a platform for online discussions, quizzes, and blogs. MS Teams is also used to provide resources and tools for study, and as a platform for synchronous online seminars, workshops, supported writing retreats and one-to-one consultations

The Creative Writing Independent Study Project in the final year gives students the opportunity to develop enhanced creative expression, supervised and supported by a member of staff.

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 Academic Mentors or module lecturers on a one-to-one basis.

These learning and teaching methods enable students to achieve the learning outcomes of the programme in a variety of ways. For example:

Lectures and independent study allow students to gain a wider understanding of the contexts (cultural and historical) in which forms of creative writing and literature in English may be understood as well as giving students ideas and examples for their own creative practice and for further study of the texts they will be discussing, both in tutorials and in their own written work.

Seminars, workshops, and online discussions provide opportunities for students to ask questions about, and suggest answers to, questions arising from literary texts and critical ideas about their production in a responsible way, and to present their own creative and critical ideas to members of staff and other students using an appropriate medium of communication

Interactive lectures, seminars, workshops and web-based activities encourage students to reflect on their own learning and take responsibility for its development by addressing areas of difficulty, perhaps by discussing them with their fellow students or by getting additional help from a member of staff. They enable students to gain and provide feedback on creative assignments and discover new ways of enhancing and refining their writing.

Undertaking an Independent Study Project with the support of an experienced and active writer and tutor allows students to choose an appropriate and manageable subject; to formulate research questions and devise a feasible creative writing project within the available time.

7. Teaching Staff

The permanent teaching staff on the Creative Writing Programme currently consists of senior lecturers and lecturers in Creative Writing as well as professors, readers, senior lecturers, and lecturers in English Literature, Film and Media Studies. All current members of staff in Creative Writing are published authors. All current members of staff in English Literature and Film/Media have doctorates (PhDs or the equivalent). As a group, the staff cover a very wide range of interests in creative writing, as well as in film and in multiple literatures in English. Their work has been widely published in the form of novels, poetry collections, digital outputs, research monographs and articles in leading international journals. The staff group has extensive experience of teaching at undergraduate and postgraduate level in universities in the UK, continental Europe, and North America. Several members of staff are involved with the English Subject Centre, an organisation that coordinates events and research to allow academics in the field of literary studies to reflect on best practice and in the teaching of literature in English.

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 the end of April. 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 two 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

This programme includes the option for you to take a Global Challenge Pathway. These modules offer you an exciting opportunity to work with students and staff from different disciplines to explore topical global issues such as power and conflict, health inequalities, climate change, generative AI, social justice, global citizenship, and enterprise from different perspectives.

Global Challenge Pathways can either be taken as one 15-credit module at Levels 4, 5 and 6, or one 15-credit module at Levels 5 and 6. For more information about our Global Challenge Pathways please visit:

<https://www.keele.ac.uk/study/undergraduate/globalchallengepathways/>

Modern Languages or Certificate in TESOL

Alternatively, you could choose to study modules with the University Language Centre. The Language Centre offers three pathways; The Language Specialist, The Language Taster, and The Trinity Certificate in Teaching English to Speakers of Other Language (TESOL). Language Centre modules are available separately for students at Level 4. At Levels 5 and 6 they are included within the Global Challenge Pathways.

If you choose the Language Specialist pathway, you will automatically be enrolled on a Semester 2 Modern Language module as a continuation of your language of choice. Undertaking a Modern Languages module in Semester 2 is compulsory if you wish to continue to the Language Specialist Global Challenge Pathway the following academic year.

For more information about Language Centre option modules available to you please visit the following webpages.

For new (Level 4) students please visit: <https://www.keele.ac.uk/study/languagecentre/>

For current (Level 5 and Level 6) students please visit: <https://www.keele.ac.uk/students/academiclife/global-challenge-pathways/>

For further information on the content of modules currently offered, please visit:

<https://www.keele.ac.uk/recordsandexams/modulecatalogue/>

A summary of the credit requirements per year is as follows.

Year	Compulsory	Optional	
		Min	Max
Level 5	60	60	60
Level 6	30	90	90

Module Lists

Level 5

Compulsory modules	Module Code	Credits	Period
Writing Genre	ENG-20074	15	Semester 1
Writing for Children	ENG-20120	15	Semester 1
Sources of Writing	ENG-20078	15	Semester 2
Creative Non-Fiction	ENG-20080	15	Semester 2

Optional modules	Module Code	Credits	Period
The American South: US Summer School (Level 5)	LIB-20010	15	Semester 0
The Renaissance: Shakespeare and Beyond	ENG-20050	15	Semester 1
Literature and Social Change	ENG-20064	15	Semester 1
Adaptation	FIL-20011	15	Semester 1
Screenwriting: Principles and Practices	FIL-20029	15	Semester 1
Creative Arts and Humanities in Society	LIB-20008	15	Semester 1
Work Placement for Humanities Students	ENG-20055	15	Semester 1-2
Work Placement Year	ENG-30090	0	Semester 1-2
Medieval Literature	ENG-20042	15	Semester 2
Radical Writing: From Modernity to Counterculture	ENG-20086	15	Semester 2
Revolutions in Feeling: Literature of the Romantic Period	ENG-20090	15	Semester 2
Science Fiction Cinema: Utopias and Dystopias	FIL-20005	15	Semester 2
Global Popular Cinemas	FIL-20021	15	Semester 2
Natural Cultures: Humans and their Environments since 1700	HIS-20091	15	Semester 2
Documentary: Theory and Practice	MDS-20032	15	Semester 2
Creative Synergies: Designing Collaborative Projects	MUS-20076	15	Semester 2

Level 5 Module Rules

In addition to the 60 credits of compulsory Modules, students must choose one of the following modules: ENG-20064 and/or FIL-20029.

Level 6

Compulsory modules	Module Code	Credits	Period
Creative Writing: Portfolio - SH ISP	ENG-30100	30	Semester 1-2

Optional modules	Module Code	Credits	Period
The American South: US Summer School (Level 6)	LIB-30004	15	Semester 0
Postmodernism: Fiction, Film and Theory	ENG-30053	15	Semester 1
Writingscapes	ENG-30072	15	Semester 1
Words and Pictures: The Contemporary American Graphic Novel	ENG-30096	15	Semester 1
Thresholds: Young Adult Fiction	ENG-30108	15	Semester 1
Youth and Film: Growing Up on Screen	FIL-30021	15	Semester 1
Podcast and Radio Production	MDS-30021	15	Semester 1
Work Placement for Humanities Final-Year Students	ENG-30088	15	Semester 1-2
Extended Screenwriting Project	FIL-30033	30	Semester 1-2
Shakespeare on Film: Adaptation and Appropriation	ENG-30070	15	Semester 2
The Alcohol Question	ENG-30073	15	Semester 2
Gender and Power in Restoration Literature	ENG-30077	15	Semester 2
Working Class Fictions	ENG-30138	15	Semester 2
Creative Magazine Production	MDS-30012	15	Semester 2

9. Final and intermediate awards

Credits required for each level of academic award are as follows:

Honours Degree BA (Hons) Creative Writing	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 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:

Peer Review requires students to offer constructive feedback on the draft copies of work submitted by other students. They are assessed on the quality of reflection, insight and thoughtfulness that they bring to the process

Individual and group presentations to the seminar or tutorial group allow students to give an oral presentation to the larger group on an aspect of a text, author, critical debate or theoretical concept. These will develop their skills to communicate what they know orally and visually, and to reflect on these processes as part of their own personal development. Group presentations also test their ability to work effectively as members of a team. Students will be supported in the use of appropriate technology and visual aids

Creative Writing Reflective Commentaries give students the opportunity to situate their own creative practice in relation to the history of English literature and to contemporary literary practice.

Creative Writing Portfolios allow students to develop a body of work that reflects their skills, knowledge and ability in various forms of creative writing practice.

Digital Platforms allow students to design/record on a chosen subject or creative prompt in response to a set theme. They test students' ability to present creative work in a digital form. Digital Platforms increase student confidence in addressing, and tailoring creative work to, an audience. Students are supported in the use of the recording technology.

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.

Assessment rationale

In the First Year, students acquire an understanding of key forms of writing - poetry, fiction, script - and a supplementary understanding of different ways in which these are presented to potential audiences, including via digital and other platforms. All modules result in the submission of creative work (a portfolio, or a performance, or digital output), which demonstrates their understanding of the ideas of the module through its impact on their creative practice. Alongside this main assessment, a Commentary allows for students to demonstrate the underlying thinking and processes of the creative submission.

In the Second Year, students study a wide range of thematic, formal and practice-based texts and approaches to creative work, and consider ways in which these intersect with their own creative, intellectual and readerly interests. They are challenged to experiment with familiar and unfamiliar modes of writing. All modules result in submission of creative work which responds to this challenge, and this is assessed on the 4 universal criteria for assessment of Creative Writing - Awareness, Control, Impact and Response to the Module - to reward the enactment of the ideas of each module through creative work which demonstrates that enactment, and which shows secure technical skills achieved through careful drafting, editing and refining work. Alongside the creative assessment, Commentaries provide the opportunity for students to explore and analyse creative work in reflective terms, identifying the ways in which their particular interests and skills as writers can be deployed to tackle different creative briefs.

In the Third Year, students undertake a sustained creative project, with considerable scope to both set the terms of their own creative practice, as well as considering how it might best thrive. The ISP is designed to develop the writer's ability to commit to theoretical, technical and creative goals and design and deliver Portfolios which best showcase their development as practitioners. Portfolios and Commentaries are used as the primary assessed outputs, with the Commentaries offering the opportunity to make a theoretical and artistic stance.

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)	23%	77%	0%
Year 2 (Level 5)	24%	76%	0%
Year 3 (Level 6)	20%	71%	9%

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. Please note that students cannot take both a Global Challenge Pathway (GCP) and the semester abroad option.

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

Students on the Creative Writing programme have the opportunity to take advantage of the many Creative Writing events and resources available at Keele. Keele has a flourishing Creative Writing Society, with its own Facebook group. They run their own writers' workshops, and help organise regular and varied literary and social events, including open mic nights and readings by guest speakers.

English and Creative Writing students are also involved in running, organising and performing in productions put on by the Drama Society.

Enhanced Degree: With Language Competency/With Advanced Language Competency

Creative Writing students successfully completing a series of language optional modules have the opportunity to gain an enhanced degree title including their language competency such as, "BA (Hons) Creative Writing with competency in Japanese". Students taking language modules of at least 60 credits counting towards their main degree at Keele, and successfully completing minimum stage 6 in the chosen language, will be awarded an enhanced degree title with the designation 'with competency in [Language]'.

Students taking language modules of at least 60 credits counting towards their main degree at Keele, and successfully completing stage 10 in the chosen language, will be awarded an enhanced degree title with the designation 'with advanced competency in [Language]'.

TESOL (Teaching English to Speakers of Other Languages) optional pathway

Creative Writing students who successfully complete a series of 4 TESOL optional modules have the opportunity to acquire the externally accredited and internationally recognised teaching qualification 'Trinity (London) Cert TESOL'. An administration charge of currently c.£175 is payable to Trinity College (London) if students opt for external accreditation.

15. Additional Costs

The Keele Library and online resources will provide most of the texts necessary for students to be able to complete their degree. However, there is an expectation that they will buy key primary texts for some modules. As to be expected, there will be additional costs for books (this will vary, but you should expect to pay c.£25-60 for books per module studied), inter-library loans and potential overdue library fines, print and graduation. We do not anticipate any further costs for this undergraduate programme.

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%.

16. Annex - International Year

BA (Hons) Creative Writing 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 in Semester 1 at Level 5 is normally required. Places on the International Year are then conditional on achieving an average mark of 55% across all Level 5 modules. 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 Academic Mentor, 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 Teams conversations with Study Abroad tutor, in line with recommended Academic Mentoring 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.

In addition, students who complete the International Year will be able to:

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

BA (Hons) Creative Writing 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 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 the opportunity to carry out a long-term, placement-based learning experience (minimum 30 weeks equivalent of full-time work) between Years 2 and 3 (Levels 5 and 6) of their degree programme.

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 the end of Year-1 and in Year-2 at the end of Semester 1. 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, (* or equivalent, work placement), will be automatically transferred onto the 3-year degree programme.

* We recommend where possible students undertake a placement of between 9 - 12 months on a full-time basis to maximize academic and personal growth. However, the Work Placement Year mandates a minimum of 24 weeks in duration, ideally on a full-time basis, but no less than 21 hours per week. This enables those undertaking an unpaid placement to work on a part-time basis alongside.

The criteria to be applied are:

- A good University attendance record and be in 'good academic standing'.
- Academic Performance (an average of 50% across all modules in Semester 1 at Level 5 is normally required. Places on the Work Placement Year are then conditional on achieving an average mark of 50% across all Level 5 modules. Students with up to 15 credits of re-assessment who meet the 50% requirement may progress to the Work Placement Year. Where no Semester 1 marks have been awarded performance in 1st year marks and ongoing 2nd year assessments are taken into account)
- Students undertaking work placements will be expected to complete a Health and Safety checklist 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 only*) 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 in their placement organization at around 5 weeks after the placement has commenced, and then visit again (or conduct a telephone/video call tutorial) at around 15 weeks into the placement.
- Weekly supervision sessions will take place with the placement supervisor (or his/her nominee) throughout the duration of 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 progress throughout the module
3. Articulate their placement experiences effectively and reflect on their enhanced skill set in front of an audience, utilising 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. Presentation: Two thirds of the way through the academic year (June/July), students will complete a 15-20 minute presentation where they critically reflect on the activities/projects they have completed on placement so far, and on the skills they learnt/developed. The presentation will be presented to other students on the module - so that the whole cohort will increase their knowledge of careers available to Humanities students - and to the module convenor(s). This will also help to build connections between students for when they return to Keele for Level 6.
2. Portfolio: The Initial Placement Portfolio will be submitted at the beginning of the placement. It will comprise a personal SWOT analysis and Intended Learning Outcomes. The word count should be between 1,500 and 2,000 words.
Students will use their initial placement experience to reflect on their employability skills and consider their own strengths, weaknesses, opportunities and threats (SWOT) in terms of their assessment of sector skill demands. The SWOT analysis will be used to create their Intended Placement Outcomes and planned activities aimed at strengthening the student's employability skills during the remainder of their placement and in the context of Continuing Professional Development. The action plan will be negotiated and agreed by the student, module convenor, and employer.
3. Final Placement Portfolio: The Final Placement Portfolio (of 3,000 words) comprises:
 - A selection of outputs (where appropriate) and a commentary explaining what the student's role was and what they have completed on placement (the commentary element should be 1,000 words)

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 'ADD TITLE' module (ADD CODE)
- In order to ensure a high quality placement experience, each placement agency will sign up to a placement contract (analogous to a service level agreement).
- Once a student has been accepted by a placement organisation, the student will make a pre-placement visit and a member of staff identified within the placement contract will be assigned as the placement supervisor. 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; 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 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.

A small stipend may be available to students from the placement provider during the placement but this will need to be explored on a placement-by-placement basis as some organisations, such as charities, may not have any extra money available. Students should budget with the assumption that their placement will be unpaid.

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 2025

What's Changed

Annual update - optional module changes

Previous documents

Version No	Year	Owner	Date Approved	Summary of and rationale for changes
1	2024/25	CERI MORGAN	31 May 2024	Added ENG-30090 to LV4 SEM2
1.1	2023/24	NICHOLAS SEAGER	12 May 2023	Change of FIL-20011 to SEM1
1	2023/24	JAMES SHEARD	14 February 2023	Optional module changes at Level 4 and 6