

## Course Information Document: Undergraduate

### For Academic Year 2025/26

#### 1. Course Summary

|  |  |
|--|--|
| <b>Names of programme and award title(s)</b>                                   | BSc (Hons) Human Anatomy<br>BSc (Hons) Human Anatomy with International Year (see Annex for details)<br>BSc (Hons) Human Anatomy with Work Placement Year (see Annex for details)  |
| <b>Award type</b>  | Single Honours   |
| <b>Mode of study</b>   | Full-time  |
| <b>Framework of Higher Education Qualification (FHEQ) level of final award</b> | Level 6  |
| <b>Normal length of the programme</b>  | 3 years; 4 years with either the International Year or Placement Year between years 2 and 3  |
| <b>Maximum period of registration</b>  | The normal length as specified above plus 3 years  |
| <b>Location of study</b>   | Keele Campus   |
| <b>Accreditation (if applicable)</b>   | n/a  |
| <b>Regulator</b>   | Office for Students (OfS)  |
| <b>Tuition Fees</b>  | <p><b>UK students:</b></p> <p>Fee for 2025/26 is £9,535*</p> <p><b>International students:</b></p> <p>Fee for 2025/26 is £24,900**</p> <p>The fee for the international year abroad is calculated at 15% of the standard year fee</p> <p>The fee for the work placement year is calculated at 20% of the standard year fee</p> |

**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**

The undergraduate human anatomy degree is designed to provide you with a comprehensive understanding of the human body's structure and function. This programme combines theoretical knowledge with practical experience, preparing you for careers in healthcare, research, and education. The curriculum is structured to progressively build your expertise, starting with foundational concepts and advancing to specialized topics and hands-on projects.

You will be provided a truly unique opportunity to study within and contribute to a centre of anatomical excellence. The Human Anatomy BSc (Hons) programme is distinctive as it will utilise every aspect of the Keele Anatomy & Surgical Training Centre (KASTC) in your education. Imaging, functional anatomy, neuroanatomy, development, technology and educational theory will be blended to provide an unparalleled educational experience. As Keele is the only anatomy department in the UK with direct on-site access to such a modern clinical training facility, the experience offered as part of the programme will be truly unique. KASTC possesses world-leading facilities and significant links with clinical collaborators. You will therefore gain unrivalled insight into clinically applied anatomy. This will be coupled with significant contact time with a team of highly experienced and motivated academic anatomy staff

The programme will be the only undergraduate anatomy degree course where you will exit with Associate Fellowship of Advance HE [pending validation]. You will have significant opportunity to gain first-hand teaching experience whilst being mentored throughout. This will make you confident and reflective HE practitioners.

### **4. Aims of the programme**

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

1. **Develop a Strong Foundation in Anatomy:** Equip students with a thorough understanding of human anatomy, including its history, techniques, and fundamental principles. A focus on cadaveric anatomy and dissection will foster a deep understanding of the human body.
2. **Enhance Practical Skills:** Provide hands-on experience through dissection and laboratory work to develop practical skills essential for anatomical research and clinical practice. The unique utilisation of student-led teaching will provide students with significant opportunity to build an evidence base demonstrating their anatomical and pedagogical skills and understanding.
3. **Foster Critical Thinking and Research Skills:** Encourage analytical thinking and research capabilities through projects and advanced studies. Through their final-year project, students will develop either an innovative educational resource or original scientific research project. The department has significant links with clinical, academic, and private sector (e.g. surgical instrument) colleagues to aid in the supervision of our students, thereby providing authentic learning environments.
4. **Prepare for Professional Careers:** Prepare students for various professional pathways, including healthcare, education, and research. Students will be encouraged to engage with established educational networks, including anatomical societies and Early Career Anatomists to prepare them for their future careers.
5. **Promote Lifelong Learning:** Instil a commitment to continuous learning and professional development in the field of anatomy.

This programme aims to produce graduates who are well-equipped with the knowledge, skills, and experience needed to excel in the field of anatomy and related disciplines.

### **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:

- The anatomy of the human body, both at the gross and microscopic level.
- Pedagogical theory and how it applies to the learning environment

## Subject specific skills

Successful students will be able to:

- Use anatomical terminology to communicate effectively with a range of audiences
- Create detailed dissections that demonstrate complex anatomy
- Critically appraise and evaluate data from a range of sources

## Key or transferable skills (including employability skills)

Successful students will be able to:

- Design learning environments that support students from a range of diverse backgrounds, taking into considerations the varied needs of the learners
- Convey complex concepts succinctly using appropriate resources and language
- Apply their advanced anatomical knowledge to clinical scenarios

## 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:

- Small group facilitator-led tutorials in the anatomy laboratory
- Lectures
- Group seminars
- Tutorials
- Laboratory practical classes
- Guided independent study
- Skills sessions

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.

## 7. Teaching Staff

The core team of anatomy academic staff consists of nationally renowned educators, with a diverse range of scholarship and/or research interests. The team are active in anatomical societies and regularly speak at conferences and contribute to the wider higher educational environment. Keele Anatomy & Surgical Training Centre can also call upon several internationally regarded clinical and research staff who regularly attend the department to assist in the delivery of a broad range of anatomical and clinical teaching. The diverse nature of academic staff ensures a unique, structured, relevant, intellectually challenging, applied and highly knowledgeable environment is created for students to thrive and develop. Specialist physiology teaching will be led by the School's physiology research and scholarship team.

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 course to course, 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.

Your programme consists of:

- 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 be taken as 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 as a faculty funded 'additional' module. 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 4 | 120        | 0        | 0   |
| Level 5 | 105        | 15       | 15  |
| Level 6 | 105        | 15       | 15  |

## Module Lists

### Level 4

| <b>Compulsory modules</b>               | <b>Module Code</b> | <b>Credits</b> | <b>Period</b> |
|---|--------------------|----------------|---------------|
| Introduction to Anatomical Techniques   | ANA-10001          | 15             | Semester 1    |
| History of Anatomy                      | ANA-10003          | 15             | Semester 1    |
| Introduction to Functional Microanatomy | ANA-10005          | 30             | Semester 1-2  |
| Core Anatomy: Introduction to Systems   | ANA-10007          | 30             | Semester 1-2  |
| Neuroanatomy                            | ANA-10009          | 30             | Semester 2    |

## **Level 5**

| <b>Compulsory modules</b>                                   | <b>Module Code</b> | <b>Credits</b> | <b>Period</b> |
|---|--------------------|----------------|---------------|
| Regional Dissection: Trunk & Lower Limb                     | ANA-20003          | 30             | Semester 1    |
| Fundamentals of Human Development                           | ANA-20005          | 15             | Semester 1    |
| Regional Dissection: Head, Neck & Upper Limb                | ANA-20007          | 30             | Semester 2    |
| Anatomy Education: Skills Required for Educational Practice | ANA-20009          | 30             | Semester 2    |

| <b>Optional modules</b>           | <b>Module Code</b> | <b>Credits</b> | <b>Period</b> |
|-----------------------------------|--------------------|----------------|---------------|
| Flexible Work Placement (Level 5) | NAT-20011          | 15             | Semester 1-2  |

## **Level 5 Module Rules**

Please note: You cannot take both Flexible Work Placement (Level 5) and Flexible Work Placement (Level 6)

## **Level 6**

| <b>Compulsory modules</b>                                   | <b>Module Code</b> | <b>Credits</b> | <b>Period</b> |
|---|--------------------|----------------|---------------|
| Anatomy Education: Implementing Pedagogy                    | ANA-30003          | 15             | Semester 1    |
| Resource Development in Higher Education                    | ANA-30005          | 30             | Semester 1    |
| Advanced Anatomy: Special Senses and Practical Applications | ANA-30001          | 30             | Semester 1-2  |
| Human Anatomy Final Project                                 | ANA-30007          | 30             | Semester 1-2  |

| <b>Optional modules</b>              | <b>Module Code</b> | <b>Credits</b> | <b>Period</b> |
|--------------------------------------|--------------------|----------------|---------------|
| Flexible Work Placement (Level 6)    | NAT-30008          | 15             | Semester 1-2  |
| Professional Experience in Education | NAT-30012          | 15             | Semester 1-2  |

## **Level 6 Module Rules**

Please note: You cannot take both Flexible Work Placement (Level 5) and Flexible Work Placement (Level 6). You also cannot take both Flexible Work Placement (Level 6) and Professional Experience in Education.

## 9. Final and intermediate awards

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

|  |             |   |
|--|-------------|---|
| <b>BSc (Hons) Human Anatomy</b>        | 360 credits | You will require at least 120 credits at levels 4, 5 and 6<br>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. |
| <b>Diploma in Higher Education</b>     | 240 credits | You will require at least 120 credits at level 4 or higher and at least 120 credits at level 5 or higher  |
| <b>Certificate in Higher Education</b> | 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:

- Reflective report
- Presentations
- Laboratory practical (Anatomy practical spotter examinations featuring cadaveric material, models, images etc.)
- Written exam - single best answer, extended matching question, and short answer questions
- Viva - Practical discussion using cadaveric material
- Scientific report
- Exercise - teaching activity
- Portfolio
- Dissertation

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

|                         | <b>Scheduled learning and teaching activities</b> | <b>Guided independent Study</b> | <b>Placements</b> |
|-------------------------|---|---------------------------------|-------------------|
| <b>Year 1 (Level 4)</b> | 27.8%   | 72.2%                           | 0%                |
| <b>Year 2 (Level 5)</b> | 29.2%   | 70.8%                           | 0%                |
| <b>Year 3 (Level 6)</b> | 21.0%   | 72.8%                           | 6.3%              |

## 12. Accreditation

Upon successful completion of the course, students will submit their portfolio of work (covering a number of formative and summative assessments detailed below) to Advance HE for accreditation as an Associate Fellow of the Higher Education Academy (AFHEA) [pending validation]. This is a unique opportunity for graduates to exit an Undergraduate programme prepared for an academic role and therefore meet the growing needs of the sector. To be successful in their applications, students will need to demonstrate effective teaching practice and/or support of learning. Evidence contained within the portfolio will cover the three domains of the Professional Standards Framework (PSF); use of appropriate Professional Values, application of appropriate Core Knowledge, and effective and inclusive practice. The assessments that will contribute to the AFHEA portfolio are:

### Level 4

- Introduction to Anatomical Techniques ANA-10001
  - Reflective writing workshop
  - Formative reflective submission
  - Summative 500-word reflective report
- Neuroanatomy ANA-10009
  - Scientific writing workshop
  - Formative scientific submission

### Level 5

- Anatomy Education - Skills required for educational practice ANA-20009
  - Formative reflective piece x2
  - Summative essay
  - Summative reflective portfolio

### Level 6

- Anatomy education - implementing pedagogy ANA-30003
  - Formative teaching observations
  - Summative teaching exercise
  - Summative reflective report
- Resource development in HE ANA-30005
  - Summative poster presentation
  - Summative portfolio

Students will need to pass the following modules (as a minimum) to be capable of applying for AFHEA: ANA-20009, ANA-30003 and ANA-30005.

## 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 studying in Erasmus+ destinations 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.

### Work Placement Year

Students have the opportunity to apply directly for the 4-year 'with Work Placement Year' degree programme or to transfer onto the 4-year degree 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 their year-long placement. Eligibility rules are included in the Annex.

Students wishing to take the work placement year should meet with the Programme Director to obtain their signature to confirm agreement before they will be allowed to commence their placement.

International students who require a Tier 4 visa must check with the Immigration Compliance Team prior to commencing any form of placement.

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

## 15. Additional Costs

| Activity                         | Estimated Cost |
|----------------------------------|----------------|
| Lab coat purchase                | £25            |
| Total estimated additional costs | £25            |

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

### Human Anatomy 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 Skype 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](http://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**

### **Human Anatomy 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:

1. Substantial experience of work with a relevant placement provider, including familiarisation with the professional working environment;
2. The opportunity to apply academic theory to real situations in the work place and to expand employability skills.

### **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. evaluate their own employability skills (via a SWOT analysis);
2. create Intended Learning Outcomes for their placement in order to develop the skills areas which they have identified as needing further enhancement;
3. develop, through practice in the work place, the work-related skills identified through their SWOT
4. analysis and Intended Learning Outcomes;
5. apply academic theory learned as part of their taught degree to real situations in the work place;
6. reflect on their work placement activities and evaluate the impact on their own employability skills;
7. explain how the sector of the placement operates and identify the skills required to pursue careers within the sector.

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

1. the submission of a mid-placement portfolio comprising a SWOT analysis, action plan and an evaluation of the student's performance based on the placement supervisor's initial report;
2. the submission of a final placement report comprising a reflective diary and an evaluation of the student's performance based on the placement supervisor's final report.

### **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.
- 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](http://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:** 14 March 2025

### Previous documents

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