

Course Information Document: Undergraduate

For Academic Year 2024/25

1. Course Summary

Names of programme and award title(s)	BA (Hons) Music Production and Sound Design BA (Hons) Music Production and Sound Design with International Year (see Annex for details) BA (Hons) Music Production and Sound Design with Work Placement Year (see Annex for details)
Award type	Single Honours
Mode of study	Full-time
Framework of Higher Education Qualification (FHEQ) level of final award	Level 6
Normal length of the programme	3 years; 4 years with either the International Year or Placement Year between years 2 and 3
Maximum period of registration	The normal length as specified above plus 3 years
Location of study	Keele Campus
Accreditation (if applicable)	Not applicable
Regulator	Office for Students (OfS)
Tuition Fees	UK students: Fee for 2024/25 is £9,250* International students: Fee for 2024/25 is £20,700** 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

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

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

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

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

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

4. Aims of the programme

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

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

5. What you will learn

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

- Subject knowledge and understanding
- Subject specific skills

- Key or transferable skills (including employability skills)

Subject knowledge and understanding

Successful students will be able to:

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

Subject specific skills

Successful students will be able to:

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

Key or transferable skills (including employability skills)

Successful students will be able to:

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

Keele Graduate Attributes

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. All teaching is research-led and social learning is encouraged in sessions. They include the following:

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

assigned reading, listening or creative tasks.

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

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

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

7. Teaching Staff

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

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

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

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

8. What is the structure of the Programme?

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

There are 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	90	30	30
Level 6	0	120	120

Module Lists

Level 5

Compulsory modules	Module Code	Credits	Period
Sound Design	MUS-20072	15	Semester 1
Live Sound	MUS-20078	15	Semester 1
Advanced Studio Production	MUS-20080	15	Semester 1
Creative Synergies: Designing Collaborative Projects	MUS-20076	15	Semester 2
Augmenting Live Performance	MUS-20082	15	Semester 2
Digital Sampling	MUS-20084	15	Semester 2

Optional modules	Module Code	Credits	Period
The American South: US Summer School (Level 5)	LIB-20010	15	Semester 0
Gender and the Cinematic Gaze	FIL-20001	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
Science Fiction Cinema: Utopias and Dystopias	FIL-20005	15	Semester 2
Documentary: Theory and Practice	MDS-20032	15	Semester 2

Level 6

Optional modules	Module Code	Credits	Period
The American South: US Summer School (Level 6)	LIB-30004	15	Semester 0
Youth and Film: Growing Up on Screen	FIL-30021	15	Semester 1
Podcast and Radio Production	MDS-30021	15	Semester 1
Social Media Work	MDS-30023	15	Semester 1
Advanced Mixing and Mastering	MUS-30053	15	Semester 1
Say it loud! Music, sound and social change	MUS-30057	15	Semester 1
Work Placement for Humanities Final-Year Students	ENG-30088	15	Semester 1-2
Music Production and Sound Design Portfolio - ISP	MUS-30055	30	Semester 1-2
Dissertation - Research Project ISP	MUS-30059	30	Semester 1-2
Media and Climate Change	MDS-30063	15	Semester 2
Remix Theory and Practice	MUS-30063	15	Semester 2
Commercial Sound Applications	MUS-30065	15	Semester 2

Level 6 Module Rules

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

You must complete a total of 120 credits in year 3. To reach this limit you must earn at least 75 credits from the modules with MUS prefix. Further, you can include additional optional modules from the list provided or you can take 15 credits taking part in Global Challenge Pathways.

9. Final and intermediate awards

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

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

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

10. How is the Programme Assessed?

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

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

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

11. Contact Time and Expected Workload

This contact time measure is intended to provide you with an indication of the type of activity you are likely to

undertake during this programme. The data is compiled based on module choices and learning patterns of students on similar programmes in previous years. Every effort is made to ensure this data is a realistic representation of what you are likely to experience, but changes to programmes, teaching methods and assessment methods mean this data is representative and not specific.

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

Activity

	Scheduled learning and teaching activities	Guided independent Study	Placements
Year 1 (Level 4)	16.7%	83.3%	0%
Year 2 (Level 5)	17.1%	81.1%	1.8%
Year 3 (Level 6)	11%	83%	6%

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: Work Placement Year

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

15. Additional Costs

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

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

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

16. Annex - International Year

Music Production and Sound Design with International Year

International Year Programme
Students registered for this Single Honours programme may either be admitted for or apply to transfer during their period of study at Level 5 to the International Year option. Students accepted onto this option will have an extra year of study (the International Year) at an international partner institution after they have completed Year 2 (Level 5) at Keele. Students who successfully complete both the second year (Level 5) and the International Year will be permitted to progress to Level 6. Students who fail to satisfy the examiners in respect of the International Year will normally revert to the standard programme and progress to Level 6 on that basis. The failure will be recorded on the student's final transcript. Study at Level 4, Level 5 and Level 6 will be as per the main body of this document. The additional detail contained in this annex will pertain solely to students registered for the International Year option.
International Year Programme Aims
In addition to the programme aims specified in the main body of this document, the international year programme of study aims to provide students with: 1. Personal development as a student and a researcher with an appreciation of the international dimension of their subject 2. Experience of a different culture, academically, professionally and socially
Entry Requirements for the International Year

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

The criteria to be applied are:

- Academic Performance (an average of 55% across all modules 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.

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

Regulations

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

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

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

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

Additional costs for the International Year

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

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

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

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

17. Annex - Work Placement Year

Music Production and Sound Design with Work Placement Year

Work Placement Year summary

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

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

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

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

Work Placement Year Programme Aims

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

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

Entry Requirements for the Work Placement Year

Admission to the Work Placement Year is subject to successful application, interview and references from appropriate staff. Students have the opportunity to apply directly for the 4-year 'with work placement year' degree programme, or to transfer onto the 4-year programme at any point prior to undertaking the year-long work placement. Students who are initially registered for the 4-year degree programme may transfer onto the 3-year degree programme at any point in time, prior to undertaking the year-long work placement. Students who fail to pass the work placement year, and those who fail to meet the minimum requirements of the work placement year module, (* 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 and/or training prior to commencing their work experience and will be required to satisfy the Health and Safety regulations of the company or organisation at which they are based. International students are permitted to undertake a placement, however due to visa requirements, it is not possible for international students who require a Tier 4 Visa to apply for direct entry onto the 4-year with Work Placement Year degree programme. Students wishing to transfer onto this programme should discuss this with student support, the academic tutor for the work placement year, and the Programme Lead. Students should be aware that there are visa implications for this transfer, and it is the student's responsibility to complete any and all necessary processes to be eligible for this programme. There may be additional costs, including applying for a new Visa from outside of the UK for international students associated with a transfer to the work placement programme.

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

Student Support

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

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

Learning Outcomes

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

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

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

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

Regulations

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

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

Students will be expected to behave professionally in terms of:

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

Additional costs for the Work Placement Year

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

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

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

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

Version History

This document

Date Approved: 14 March 2025

What's Changed

Changes to compulsory modules at Level 5, approved by Faculty Education Committee (November 2024)

Previous documents

Version No	Year	Owner	Date Approved	Summary of and rationale for changes
1	2024/25	MIROSLAV SPASOV	31 May 2024	MUS-20084 moved from Semester 1 to Semester 2. Moved back to Semester 1. Removal of MUS-20082. Reinstated. Added ENG-30090 to LV4 SEM2 LIB-10005 removed.
1	2023/24	FIORELLA MONTERO DIAZ	14 February 2023	
1	2022/23	FIORELLA MONTERO DIAZ	05 July 2022	