

## Programme Specification: Undergraduate

### For students starting in Academic Year 2017/2018

#### 1. Course Summary

<b>Names of programme(s) and award title(s)</b>	BA (Hons) Sociology BA (Hons) Sociology with International Year (see Annex A 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>Duration</b>	3 years 4 years with International Year
<b>Location of study</b>	Keele University – main campus
<b>Accreditation (if applicable)</b>	Not applicable
<b>Regulator</b>	Higher Education Funding Council for England (HEFCE)
<b>Tuition Fees</b>	<b>UK/EU students:</b> Fee for 2017/18 is £9,250*  <b>International students:</b> Fee for 2017/18 is £13,000**  The fee for the international year abroad is calculated at 15% of the standard year fee
<b>Additional Costs</b>	Refer to section 18

*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.

#### 2. What is a Single Honours programme?

The Single Honours programme described in this document allows you to focus more or less exclusively on Sociology. In keeping with Keele's commitment to breadth in the curriculum, the programme also gives you the opportunity to take some modules outside Sociology, in other disciplines and in modern foreign languages as

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

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

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 central philosophy of the Sociology programme revolves around the importance of active learning. Given that Sociology is a discipline that requires students to think about the society they inhabit and the human relations they experience every day, we believe that it is important that students learn to think about scholarly material in relation to the everyday world so that they can better understand their own social situation. This philosophical approach is embedded in the programme in the form of a range of formative and summative assessments, which are designed to help students develop problem-solving skills. Beyond the programme's assessment regime, the teaching group seeks to encourage active learning and enable student choice by balancing students' study of the sociological canon with the provision of a wide range of elective modules offered by research active staff. Internal to this progression from core to elective content, the programme also includes a shift from a teaching-based to research-led approach to learning, which sees students become independent learners. In this respect, the programme has been designed to guide students from a teaching-based format in Year 1, where they are introduced to core materials and study skills, through to a research-based approach in Year 3, where they are encouraged to develop taught content through wide-ranging independent study.

### **4. Aims of the Programme**

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

- Think critically about the social world and develop social explanations of a wide range of phenomena
- Communicate sociological explanations to diverse audiences through both written and oral presentations
- Employ advanced analytical skills in the understanding and application of sociological evidence and theory
- Develop further analytical, learning, and social skills that may be employed in a variety of different real world contexts

### **5. What you will learn**

Students who complete all three years of the Programme and graduate with a BA (Hons) in Sociology as a Single Honours subject will be able to:

- Employ a sociological imagination to explain private events in terms of public situations and develop sociological accounts of everyday life.
- Demonstrate knowledge of sociological thought and social theory and use this to analyse substantive social problems.
- Explain the relationship between research strategies and sociological problems and use this ability to make judgements about the relevance of different research strategies to particular sociological problems.
- Evaluate sociological ideas in the context of real-life ethical, social, political and policy issues.
- Report, interpret, and analyse raw data (both sociological, common-sense and media) in a variety of sociological contexts.
- Communicate ideas and arguments effectively in written form.

In their focus upon theory and methods, the outcomes of the Sociology Programme are in line with the Sociology Subject Benchmark Statement of the Quality Assurance Agency for Higher Education.

## Keele Graduate attributes

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

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

## 6. How is the Programme taught?

Learning and teaching methods used on the programme vary according to the subject matter and level of the module. The programme is taught by lectures, tutorials, seminars, workshops, independent study, supervision, and supported by the KLE (Keele Virtual Learning Environment). They include the following:

- **Lectures** enable the communication of core materials and are central to the teaching of canonical elements of the programme at all levels.
- **Tutorials** accompany lectures and provide students with the opportunity to discuss lecture content and key readings with tutors in small groups of approximately 15 people.
- **Seminars** accompany lectures on modules in years 2 and 3. They are based around activities, such as close readings, open discussions, and student-led debates, moderated by the tutor. These activities take place in groups of approximately 20 students.
- **Workshops** enable the simultaneous communication and discussion of elective module material. These classes, which are more prevalent in years 2 and 3 of the programme, take the form of two hour classes of around 30 students.
- **Independent study** forms a core component at every level of the programme. Students are expected to become increasingly independent over the course of the programme.
- **Supervision** accompanies independent study in order to provide students with a point of contact in the programme teaching group. Supervision takes the form of one-to-one student-tutor discussion in office hours at all levels of the programme and support by a member of staff for students who choose to take the dissertation double module in Sociology at level 6.
- **Web-based learning** using the Keele Learning Environment (KLE): The KLE is an online learning environment used to give students easy access to a wide range of resources and research tools, and as a platform for online discussions, quizzes, announcements, and blogs.

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

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

## 7. Teaching Staff

The permanent teaching staff of the Sociology Programme consists of a number of senior lecturers and lecturers. All current members of staff have doctorates in Sociology or closely related disciplines, such as Anthropology. Moreover, seven of the group have professionally accredited teaching qualifications. All members of the teaching staff are research active members of the Centre for Social Policy in the Social Science Research Institute and publish books and articles on international presses and in international journals. The teaching group also has extensive experience of teaching at undergraduate and postgraduate level at universities in the UK, Europe, the United States, Canada, West Africa, and Japan.

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.

There are four types of module delivered as part of this programme. They are:

- Compulsory core module – a module that you are required to study on this course;
- Optional core module – these allow you some limited choice of what to study from a list of modules;
- Programme approved elective module – subject-related modules that count towards the number of subject credits required by your degree;
- Free-standing elective module – a free choice of modules that count towards the overall credit requirement but not the number of subject-related credits.

### Year 1 (Level 4)

Compulsory Core modules	Credits	Programme Approved Elective modules	Credits
Classical Sociology	15	Understanding Crime	15
Social Inequalities in the Contemporary World	15	Murder	15
		Criminal Justice: Process, Policy and Practice	15
<b>Optional Core modules</b>		Punishment: Beyond the Popular Imagination	15
Researching British Society	15		
Mediated World	15		
Modernity and its Darkside	15		
Self and Society	15		
Understanding Culture	15		

### Year 2 (Level 5)

Compulsory Core modules	Credits	Programme Approved Elective modules	Credits
Contemporary Social Theory	15	Crime and Justice in a Global Context	15
Research Methods	15	Crime, Culture and Conflict	15
<b>Optional Core modules</b>			
Cities, Culture and Society	15		
Witchcraft, Zombies, and Social Anxiety	15		
Cultures of Consumption	15		
Families and Household	15		
'Race', Racism and Resistance	15		
Globalisation and its Discontents	15		
Analysing Culture	15		

## Year 3 (Level 6)

Compulsory Core modules	Credits	Programme Approved Elective modules	Credits
Dissertation	30	Popular Culture and Crime	15
		Living with 'Aliens': Immigration, Crime and Social Control	15
<b>Optional Core modules</b>		State Crimes and Crimes against Humanity	15
Gender and Consumption	15		
Streets, Skyscrapers, and Slums: The City in Social, Cultural, and Historical Context	15		
Moving people: Migration, Emotion and Identity	15		
Home, Belonging, Locality and Material Culture	15		
The Virtual Revolution: New Technologies, Culture and Society	15		
Celebrity	15		
Sex, Death Desire: Psychoanalysis in Social Context	15		
Sociology of Parenting and Early Childhood	15		
Medical Sociology	15		

In addition to the elective modules listed in this table, students may choose to study modules which are offered as part of other programmes in the School of Social Science and Public Policy, the Faculty of Humanities and Social Sciences and across the University. These include:

- Modules in other subjects closely related to Sociology such as Media, Communications and Culture, Criminology, Psychology, Education, and Law.
- Modules in other subjects in which they may have a particular interest such as English, History, Politics or International Relations.
- Modules designed to help students for whom it is not their first language to improve their use of English for academic purposes.
- Modern foreign languages modules at different levels in French, German, Spanish, Russian, Italian, Japanese and Chinese (Mandarin).
- Freestanding modules in subjects of general interest including ethics, contemporary religions and the politics, society and culture of some of Britain's European neighbours.
- Freestanding modules related to the development of graduate attributes, student volunteering, and studying abroad as part of the University's exchange programme.

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

[www.keele.ac.uk/recordsandexams/az](http://www.keele.ac.uk/recordsandexams/az)

## Learning Outcomes

The table below sets out what students learn in each year of the Programme, the modules in which that learning takes place, and the main ways in which students are assessed on their learning. In Years 1 and 2 these learning outcomes are achieved in the two compulsory core modules which all students taking Sociology as a Single

Honours subject are required to take. Some of these outcomes may also be achieved in elective modules together with other outcomes not stated here. In Year 3 the stated outcomes are achieved by taking the compulsory dissertation module and any of the taught optional core modules offered in each semester.

#### **YEAR 1 (Level 4)**

<b>Subject Knowledge and Understanding</b>		
<b>Learning Outcome</b>	<b>Module in which this is delivered</b>	<b>Principal forms of assessment (of the Level Outcome) used</b>
<i>Successful students will be able to:</i>		
Demonstrate knowledge of the 'classical' sociology of the 19th century (Marx, Weber, Durkheim)	Classical Sociology	Essay, Exam
Describe key thinkers' works and show how they relate to sociological conceptions of historical change expressed by notions such as feudalism and modernity	Classical Sociology	Essay, Exam
Explore the impact key writers had on future research and assess the degree to which their analyses and findings remain relevant to contemporary society	Classical Sociology	Essay, Exam
Rehearse classical social theories and ways of theorising	Classical Sociology	Essay, Exam
Question the role of sociological theory, recognising that theorising is a means of simplifying complexity	Classical Sociology	Essay, Exam
Assess the forms of stratification of social life in contemporary societies	Social Inequalities in the Contemporary World	Portfolio, Essay
Analyse the role of gender, ethnicity, social class, and age in shaping our life chances	Social Inequalities in the Contemporary World	Portfolio, Essay
Assess the value of sociological explanations for inequalities which challenge individualist and common-sense understandings	Social Inequalities in the Contemporary World	Portfolio, Essay
Express knowledge of the diversity of types of social inequality in the contemporary world	Social Inequalities in the Contemporary World	Portfolio, Essay
Demonstrate knowledge of the ways that policy decisions impact upon social inequalities through reference to both historical and contemporary examples	Social Inequalities in the Contemporary World	Essay
Engage with individualized and culturally specific explanations for major disparities in life chances	Social Inequalities in the Contemporary World	Portfolio, Essay

from a sociological perspective		
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<b>Subject Specific Skills</b>		
<b>Learning Outcome</b>	<b>Module in which this is delivered</b>	<b>Principal forms of assessment (of the Level Outcome) used</b>
<i>Successful students will be able to:</i>		
Question the role of sociological theory, recognising that theorising is a means of simplifying complexity	Classical Sociology	Essay, Exam
Recognise that the consequences of theorising inevitably creates new uncertainties and complexities	Classical Sociology	Essay, Exam
Conform to key academic conventions, reflect on own performance, and present materials in a coherent fashion	Classical Sociology, Social Inequalities in the Contemporary World	Essay, Exam, Portfolio
Show evidence of reflection on own learning and the ability to conform to academic conventions	Social Inequalities in the Contemporary World	Portfolio, Essay

<b>Key or Transferable Skills (graduate attributes)</b>		
<b>Learning Outcome</b>	<b>Module in which this is delivered</b>	<b>Principal forms of assessment (of the Level Outcome) used</b>
<i>Successful students will have the opportunity to:</i>		
Conform to key academic conventions, reflect on own performance, and present materials in a coherent fashion	Classical Sociology, Social Inequalities in the Contemporary World	Tutorial, Portfolio, Essay, Exam
Access information from library catalogues and databases and use online facilities	Classical Sociology, Social Inequalities in the Contemporary World	Tutorial, Portfolio, Essay, Exam
Participate in group discussion	Classical Sociology, Social Inequalities in the Contemporary World	Tutorial
Demonstrate the ability to interpret quantitative data representing patterns of social inequalities, and compare these to findings of qualitative research to develop an understanding of the contribution of different methodological approaches to sociological research	Social Inequalities in the Contemporary World	Portfolio, Essay
Plan their learning activities and how to improve the effectiveness of their learning, including revision	Classical Sociology, Social Inequalities in the Contemporary World	Tutorial, Portfolio, Essay, Exam

for examinations and preparation of coursework	World	
Accept feedback in a positive manner and act appropriately on it	Classical Sociology, Social Inequalities in the Contemporary World	Tutorial, Portfolio, Essay, Exam
Organise themselves and their time	Classical Sociology, Social Inequalities in the Contemporary World	Tutorial, Portfolio, Essay, Exam

## **YEAR 2 (Level 5)**

<b>Subject Knowledge and Understanding</b>		
<b>Learning Outcome</b>	<b>Module in which this is delivered</b>	<b>Principal forms of assessment (of the Level Outcome) used</b>
<i>Successful students will be able to:</i>		
Review twentieth-century social theory and to locate it within their 19 <sup>th</sup> century intellectual contexts	Contemporary Social Theory	Book Review, Unseen Exam
Critically analyse key concepts in twentieth- century social theory and distinguish between the major theoretical approaches	Contemporary Social Theory	Book Review, Unseen Exam
Analyse twentieth-century social theory in order to make independent judgements about its strengths and weaknesses	Contemporary Social Theory	Book Review, Unseen Exam
Explain the sociological dimensions of social theory and formulate theoretically informed questions about the social world	Contemporary Social Theory	Book Review, Unseen Exam
Explain the production of research in terms of process and identify the different elements of that process	Research Methods	Critical Review, Research Proposal
Review the difference between methodology and method and know that the research object should produce methodological debate, result in the choice of methodology, and the choice of method	Research Methods	Critical Review, Research Proposal
Analyse the strengths and weaknesses of different data collection procedures in sociology for different research problems	Research Methods	Critical Review, Research Proposal

## **Subject Specific Skills**

<b>Learning Outcome</b>	<b>Module in which this is delivered</b>	<b>Principal forms of assessment (of the Level Outcome) used</b>
<i>Successful students will be able to:</i>		
Link concepts and evidence in social science and within a broadly comparative framework	Contemporary Social Theory, Research Methods	Book Review, Unseen Exam, Critical Review, Research Proposal
Evaluate sociological ideas in the context of real-life ethical, social, political and policy issues	Contemporary Social Theory, Research Methods	Book Review, Unseen Exam, Critical Review, Research Proposal
Explain the sociological dimensions of theories of society in a range of teaching and learning contexts	Contemporary Social Theory, Research Methods	Book Review, Unseen Exam, Critical Review, Research Proposal
Analyse key concepts in social science, such as structure, agency, truth, and interpretation	Contemporary Social Theory, Research Methods	Book Review, Unseen Exam, Critical Review, Research Proposal

<b>Key or Transferable Skills (graduate attributes)</b>		
<b>Learning Outcome</b>	<b>Module in which this is delivered</b>	<b>Principal forms of assessment (of the Level Outcome) used</b>
<i>Successful students will have the opportunity to:</i>		
Develop their skills of scholarly discussion and exposition of complex ideas	Contemporary Social Theory, Research Methods	Book Review, Unseen Exam, Critical Review, Essay
Communicate ideas and arguments effectively in written form	Contemporary Social Theory, Research Methods	Book Review, Unseen Exam, Critical Review, Research Proposal
Critically review their own written work to ensure that the structure and length is appropriate	Contemporary Social Theory, Research Methods	Book Review, Unseen Exam, Critical Review, Research Proposal
Evaluate a range of strategies and methods for answering research questions or testing hypotheses	Research Methods	Critical Review, Research Proposal
Construct strategies and methods for problem solving and answering specific questions	Research Methods	Critical Review, Research Proposal
Draw appropriate conclusions from numerical data presented in tables and / or charts and use charts and graphs to display numerical data effectively	Research Methods	Critical Review
Locate, review, and evaluate literature and provisional research on a single topic, the proposed research methods and an appropriate theoretical framework	Research Methods	Research Proposal

### **YEAR 3 (Level 6)**

<b>Subject Knowledge and Understanding</b>		
<b>Learning Outcome</b>	<b>Module in which this is delivered</b>	<b>Principal forms of assessment (of the Level Outcome) used</b>
<i>Successful students will be able to:</i>		
Cultivate independent skills in defining problems and developing their expertise in interpreting and evaluating research within the particular areas of sociology	All modules approved as part of the Sociology Programme	Module assessment includes essays, unseen exams, posters, a dissertation, and other exercises
Show systematic understandings of key aspects of social life	All modules approved as part of the Sociology Programme	Module assessment includes essays, unseen exams, posters, a dissertation, and other exercises
Judge the merits of competing sociological explanations	All modules approved as part of the Sociology Programme	Module assessment includes essays, unseen exams, posters, a dissertation, and other exercises

<b>Subject Specific Skills</b>		
<b>Learning Outcome</b>	<b>Module in which this is delivered</b>	<b>Principal forms of assessment (of the Level Outcome) used</b>
<i>Successful students will be able to:</i>		
Evaluate the increasing complexity of sociological knowledge	All modules approved as part of the Sociology Programme	Module assessment includes essays, unseen exams, posters, a dissertation, and other exercises
Assess social thought and recognise the contingency and critique of the sociological enterprise	All modules approved as part of the Sociology Programme	Module assessment includes essays, unseen exams, posters, a dissertation, and other exercises
Assess complex sociological texts and identify possible directions for further theoretical and empirical research in Sociology	All modules approved as part of the Sociology Programme	Module assessment includes essays, unseen exams, posters, a dissertation, and other exercises
Critically evaluate primary source material, synthesise arguments, and present discussions in written form	All modules approved as part of the Sociology Programme	Module assessment includes essays, unseen exams, posters, a dissertation, and other exercises

<b>Key or Transferable Skills (graduate attributes)</b>		
<b>Learning Outcome</b>	<b>Module in which this is delivered</b>	<b>Principal forms of assessment (of the Level Outcome) used</b>
<i>Successful students will have the opportunity to:</i>		
Construct a range of strategies and methods for answering research questions and testing hypothesis	All modules approved as part of the Sociology Programme	Module assessment includes essays, unseen exams, posters, a dissertation, and other exercises
Locate, review and evaluate literature on research topic and an appropriate theoretical framework	All modules approved as part of the Sociology Programme	Module assessment includes essays, unseen exams, posters, a dissertation, and other exercises

Use ethical guidelines for research	All modules approved as part of the Sociology Programme	Module assessment includes essays, unseen exams, posters, a dissertation, and other exercises
Design and use appropriate visual material	All modules approved as part of the Sociology Programme	Module assessment includes essays, unseen exams, posters, a dissertation, and other exercises
Make decisions and plan activity in uncertain conditions	All modules approved as part of the Sociology Programme	Module assessment includes essays, unseen exams, posters, a dissertation, and other exercises

## 9. Final and intermediate awards

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

<b>Honours Degree</b>	360 credits	You will require at least 120 credits at levels 4, 5 and 6.  You must accumulate at least 255 credits in Sociology (out of 360 credits overall), with at least 60 credits in each of the three years of study, to graduate with a named single honours degree in Sociology.
<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

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

## 10. How is the Programme assessed?

The wide variety of assessment methods used within Sociology 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 within Sociology:

- **Essays** provide students with the opportunity to formulate arguments and develop ideas using evidence obtained from library research or other valid sources. As such, the essay assessment enables students to develop their research skills, which involve the ability to sort legitimate from illegitimate source materials, and other academic conventions, such as referencing. Essay length ranges from 1,500 words in Year 1 to 3,500 words in Year 3
- **Unseen examinations** test students' knowledge of a particular subject, their understanding of ideas and theories, their ability to mobilise theories and concepts beyond the first context, and centrally their ability to formulate a coherent argument in a limited amount time. The Sociology programme employs two hour exams to test students on a variety of modules
- **The Portfolio** is employed in Year 1 to enable students to learn, and demonstrate, introductory university skills such as library use, essay planning, and close reading in relation to core Sociological content

- **Reports** enable students to learn how to organise and distil information into a clear and coherent written format and consequently develop their employability skills in this area
- **A Reflexive Diary** requires students to write a reflexive account of their experience of a module explaining the content of lectures and tutorial discussions. The purpose of this assessment is to encourage students to reflect on their own learning experiences in order to become more successful learners
- **Book Reviews** test students' ability to summarise the key points of scholarly work and evaluate the arguments of particular authors in light of the sociological tradition
- **Literature Reviews** test students' ability to survey a field of study and synthesise the key ideas, theories, and conclusions which characterise that particular area of research. This mode of assessment is used to develop students' independent research skills and contributes to the employability skills programme of the Sociology degree
- **The Research Proposal** requires students to develop an independent research project and think through theoretical problems surrounding methodology and practical concerns relating to, for example, availability of sample, financial restrictions, and time limits. Again, this form of assessment is key to the development of independent research skills and a portfolio of employability skills
- **Oral Presentations** assess students' subject knowledge and understanding. They may also test their ability to work effectively as members of a team, to communicate what they know orally and visually, and to reflect on these processes as part of their own personal development
- **Posters:** since the presentation of material in essay or report form is not always appropriate, it is important that students have the capacity to make use of visual aids to communicate ideas. The poster format enables students to synthesise visual and written material to analyse a particular area of sociological study
- **The Dissertation**, or thesis, allows students to undertake a significant piece of their own research under supervision by a research-active member of staff and make use of their theoretical and practical learning on the programme to formulate this significant piece of work

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	Year 1 (Level 4)	Year 2 (Level 5)	Year 3 (Level 6)
Scheduled learning and	16%	17%	14%

teaching activities			
Guided independent Study	84%	83%	86%
Placements	0%	0%	0%

## 12. Accreditation

This programme does not have accreditation from an external body.

## 13. 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/>

A student who has completed a semester abroad will not normally be eligible to transfer onto the International Year option.

## 14. What are the typical admission requirements for the programme?

Subject	A-level	Subjects not included	International Baccalaureate	BTEC	Access to Higher Education Diploma	GCSE requirements
Sociology (Single Honours)	BBB/ ABC	Accept either Critical Thinking or General Studies but not both	32 points	DDM	Obtain Access to Higher Education Diploma with 30 Level 3 credits at Distinction	Maths or Science @ C (or 4) English Language @ C (or 4)

Applicants who are not currently undertaking any formal study or who have been out of formal education for more than 3 years and are not qualified to A-level or BTEC standard may be offered entry to the University's Foundation Year Programme.

Applicants for whom English is not a first language must provide evidence of a recognised qualification in English language. The minimum score for entry to the Programme is Academic IELTS 6.0 or equivalent.

Please note: All non-native English speaking students are required to undertake a diagnostic English language assessment on arrival at Keele, to determine whether English language support may help them succeed with their studies. An English language module may be compulsory for some students during their first year at Keele.

Accreditation of Prior Learning (APL) is considered on a case-by-case basis and those interested should contact the Programme Director. The University's guidelines on this can be found here:

<http://www.keele.ac.uk/ga/accreditationofpriorlearning/>

## 15. How are students supported on the programme?

Support for student learning on the Programme is provided in the following ways:

- Module and tutorial group leaders are responsible for providing support for learning on the modules and in the tutorial groups for which they are responsible. They also give individual feedback on in-course assessments and more general feedback on examinations.
- Every student is allocated to a personal tutor who is responsible for reviewing and advising on students' academic progress in Sociology. The University has a team of life and learning developers based in Student Support and Development Services who are responsible for supporting students and enhancing their ability to access the curriculum and everything else that the University has to offer throughout their time at Keele.

- Personal tutors also act as a first point of contact for students on non-academic issues which may affect their learning and can refer students on to Student Support and Development Services for additional help in relation to health, disability, welfare, finance and careers. Specialist help and advice on these and other issues is also available for international students.

All members of teaching staff in Sociology are available to see students during weekly office hours and at other times by appointment.

## **16. Learning Resources**

Sociology is taught in teaching rooms equipped with computers, internet access and whiteboards or projection equipment. Rooms may be arranged either in traditional lecture format or more informally to allow students to work together in small groups.

The learning resources available to students on the Programme include:

- The extensive collection of sociological materials relevant to undergraduate study held in the University Library. These materials include books, journals and government publications. Much of this material is also accessible online to Keele students from anywhere in the world with a University username and password.
- The Keele Learning Environment (KLE) which provides easy access to a wide range of learning resources including lecture notes, digitised readings electronic materials available in a repository maintained by the University Library and other resources – video, audio and text-based – accessible from external providers via the internet.
- Most modules have electronic resource lists generated using Talis Aspire, a software package that allows students to access online journal articles, digitised readings, websites and other resources by clicking on links in a single document.
- Students for whom English is not their first language are offered language classes, facilities and services by the University's English Language Unit. In addition to credit-bearing modules on English for academic study, students also have access to one-to-one tutorials for individual help and advice, and to a wealth of resources for self-study and practice.

## **17. Other learning opportunities**

### **Study abroad (semester)**

Students on the Sociology 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 at Annex A.

### **18. Additional costs**

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 additional costs for this undergraduate programme.

### **19. Quality management and enhancement**

The quality and standards of learning in Sociology are subject to a continuous process of monitoring, review and enhancement.

- The Learning and Teaching Committee of the School of Social Science and Public Policy is responsible for reviewing and monitoring quality management and enhancement procedures and activities across the School.
- Individual modules and the Sociology Programme as a whole are reviewed and enhanced every year in the annual programme review which takes place at the end of the academic year and as part of the University's Curriculum Annual Review and Development (CARD) process.
- The programmes are run in accordance with the University's Quality Assurance procedures and are subject to periodic reviews under the Internal Quality Audit (IQA) process.

Student evaluation of, and feedback on, the quality of learning on every Sociology module takes place every year using a variety of different methods:

- The results of student evaluations of all modules are reported to module leaders and reviewed by the Programme Committee as part of the Curriculum Annual Review and Development (CARD) process.
- Findings related to the Sociology Programmes from the annual National Student Survey (NSS), and from regular surveys of the student experience conducted by the University, are subjected to careful analysis and a planned response at programme and School level.
- Feedback received from representatives of students in all three years of the Sociology Programme is considered and acted on at regular meetings of the Programmes Staff/Student Liaison Committee.

In addition to this, the quality and standards of learning are regularly discussed and monitored by the Sociology Programmes Board and by the School Learning & Teaching Committee.

The University appoints senior members of academic staff from other universities to act as external examiners on all programmes. They are responsible for:

- Approving examination questions
- Confirming all marks which contribute to a student's degree

- Reviewing and giving advice on the structure and content of the programme and assessment procedures

Information about current external examiner(s) can be found here:

<http://www.keele.ac.uk/ga/externalexaminers/currentexternalexaminers>

## 20. The principles of programme design

The Sociology Programme described in this document has been drawn up with reference to, and in accordance with the guidance set out in, the following documents:

- UK Quality Code for Higher Education, Quality Assurance Agency for Higher Education: <http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code>
- QAA Subject Benchmark Statement: Sociology (2016) <http://www.qaa.ac.uk/en/Publications/Documents/SBS-Sociology-16.pdf>
- Keele University Regulations and Guidance for Students and Staff: <http://www.keele.ac.uk/regulations>

## 21. Document Version History

Version history	Date	Notes
Date first created	October 2016	
Revision history		
Date approved		

## Annex A

### BA (Hons) Sociology with International Year

#### International Year Programme

Students registered for Single Honours Sociology may either be admitted for or apply to transfer during their period of study at Level 5 to the Single Honours 'Sociology with International Year'. Students accepted onto this programme 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 BA (Hons) Sociology 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 programme specification. The additional detail contained in this annex will pertain solely to students registered for 'BA (Hons) Sociology with International Year'.

#### International Year Programme Aims

In addition to the programme aims specified in the main body of the programme specification, 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 60% across all modules at Level 5 is normally required)
- General Aptitude (to be demonstrated by application for study abroad, interview during the 2<sup>nd</sup> semester of year 2 (Level 5), and by recommendation of the student's personal tutor, 1<sup>st</sup> and 2<sup>nd</sup> year tutors and programme director)

#### Student Support

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

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

#### Learning Outcomes

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

- a. Describe, discuss and reflect upon the cultural and international differences and similarities of different learning environments
- b. Discuss the benefits and challenges of global citizenship and internationalisation
- c. Explain how their perspective on their academic discipline has been influenced by locating it

within an international setting.

In addition, students who complete 'BA (Hons) Sociology with International Year' will be able to:

- i) Design, plan and critically evaluate research projects with respect to sociology, record relevant information accurately and systematically and be able to reflect on a range of sources in a critical manner.
- ii) Integrate, apply and develop enhanced principles relating to the analysis of sociological concepts; recognise, describe and explain sociological phenomena across national boundaries and reflect critically upon problems relating to contemporary society and culture.

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.

### **Course Regulations**

Students registered for the BA (Hons) Sociology with International Year' are subject to the course 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 Sociology module with significant overlap to Level 6 modules to be studied 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 studying in Erasmus+ destinations 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.