

Programme Specification: Undergraduate

For students starting in Academic Year 2020/21

1. Course Summary

Names of programme and award title(s)	<p>BA or BSc (Hons) Geography BA or BSc (Hons) Geography with International Year (see Annex for details) BA or BSc (Hons) Geography with Work Placement Year (see Annex or details)</p> <p>NB: the default award for the Single Honours Geography programme is a BA Honours degree. However, students who successfully complete 60 credits or more of ESC-badged modules in Year 3 receive a BSc Honours degree.</p>
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)	This programme has been accredited by the Royal Geographical Society (with IBG). For further details see the section on accreditation.
Regulator	Office for Students (OfS)
Tuition Fees	<p>UK/EU students:</p> <p>Fee for 2020/21 is £9,250*</p> <p>International students:</p> <p>Fee for 2020/21 is £14,750**</p> <p>The fee for the international year abroad is calculated at 15% of the standard year fee</p> <p>The fee for the work placement year is calculated at 20% of the standard year fee</p>

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

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

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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

Geography is the integrated study of the people, places and landscapes of the Earth and is unique in bridging the social sciences (human geography) with its understanding of the dynamics of cultures, societies and economies, and the earth sciences (physical geography) with its understanding of physical landscape and environmental processes. The following excerpt from the Royal Geographical Society explains the important role of geography in modern society:

"An understanding and enthusiasm for Geography, and the development of geographical knowledge, is essential for the 21st century in a world where population growth, rapid development, global environmental change, social and economic inequality, and resource depletion threaten the very planet on which we live. These problems place increasing burdens on cultural tolerance, the sustainable management of societies, natural resources including bio-diversity, and landscapes. Geographers have a key role to play in understanding and helping to solve these issues."

The Single Honours Geography degree route provides students with the opportunity to explore the full breadth and depth of this dynamic discipline. The first year involves a broad-based introductory programme that provides a platform from which knowledge, understanding and skills can subsequently be developed. The second year involves more in-depth and critical exploration of key issues within Human and Physical Geography, practical "hands-on" experience of a range of geographical research techniques, and an opportunity to put these skills into practice during an overseas field course. The final year provides the opportunity to specialise in areas of most interest to the student, by selecting from a broad range of option modules that reflect staff members' cutting-edge research interests. Fieldwork is a crucial aspect of any Geography degree programme and field excursions are integral to the programme. Students also carry out an independent research project on a topic of their choice in the final year.

4. Aims of the programme

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

- achieve a sound knowledge and understanding of a range of different specialisms within and approaches to Geography, while recognising both the diversity of the discipline and its unifying themes
- acquire a range of cognitive, generic and transferable skills, including practical and technical skills and techniques appropriate to Geography, and to deploy these skills to tackle a range of geographical issues and problems
- make critical assessments of sources of information, to engage effectively in their own independent research, and to communicate ideas in a concise and effective way.
- explore the key elements of current knowledge and understanding of subjects of study within Geography, including the research foundations and plural and contested nature of that knowledge and understanding.
- become expert in specific areas of the discipline or particular interest and/or relevance to future career pathways.

The Geography programme aligns itself closely with key aspects of 'The Keele Approach to Education', including interdisciplinarity, sustainability, internationality and employability:

Interdisciplinarity

Geography is an explicitly interdisciplinary subject synthesising material from a broad-range of subject areas such as geology, biology, history and sociology. Taught by a range of expert staff with specialisms ranging from glaciology and paleoecology to social policy and anthropology, and taking advantage of close collaboration with other courses such as Geology and Environmental Science, Geography at Keele adopts an interdisciplinary approach to teaching and encourages an interdisciplinary attitude in students and graduates. Even our most specialised Geography modules allow students to identify and explore connections with other disciplines both in research and in the application of Geography subject knowledge to specific real-world problems such as resource management and hazard mitigation.

Sustainability

Interactions between people and their environment are at the heart of Geography, and the subject engages directly with challenges such as climate change, food security and energy choices. The subject matter and approach of Geography is clearly aligned with two of the core areas of sustainability identified by Bone and Agombar, HEA, 2011: living within environmental limits and using sound science responsibly. The HEFCE (2008) strategic review asserted that "Teaching (or research) that is significant for sustainable development will include a significant element related to either or both of the natural environment and natural resources, PLUS a significant element related to either or both of economic or social issues." Geography clearly addresses both the natural environment and natural resources, and also puts those issues clearly into the context of economic and social issues. For example, all students take module ESC-10041 (People and Environment) that specifically explores those connections in the first year of the course. Specialist modules such as Global Environmental Change (ESC-30018) and Economic Development and Environmental Transformation (GEG-30016) engage with the implications of economic developments on the natural environment.

Internationality

Geography focuses explicitly on processes and phenomena that occur at a range of scales including the global scale. These can range from the examination of migration and the flows of people to the local and regional impacts of climate change. It is at its very core about achieving an insight into the way the world works that transcends physical and political boundaries and gives students a thorough appreciation of the international global context of local issues. Geography as a scientific and applied discipline is conducted as an international enterprise by scientists and practitioners from across the globe, and Geography students will engage with their work to encounter international case studies, people and issues. In some topics, such as attitudes to the exploitation of Arctic resources, conflicting opinions are based on national affiliations or local contexts, and students are required to understand how those different international perspectives influence attitudes to the environment in their field of study. Many topics in Geography are explicitly transnational (e.g. Global Environmental Change, module ESC-30018; Postcolonialism in South Asia, module GEG-30015), and our teaching explicitly requires students to take an international perspective to scientific and applied issues. All Geography students take part in an overseas field course, all are encouraged to consider opportunities for periods of international study, and all have the opportunity to engage in international work in their final-year dissertation project. Geography at Keele focuses on the global context of local issues, and all students encounter transnational topics and international practitioners on a global stage.

Employability

Geography students acquire a wide range of skills that are directly relevant both in vocationally specific Geographical careers and in non-Geography employment. Career-relevance is embedded within our course, parts of which (e.g. 2nd year practical programme) were developed in consultation with industrial partners to ensure that employability skills were included. In evidence to the UK Parliament Commons Select Committee on Business Innovation and Skills in 2010, Richard Waite, Managing Director of ESRI UK, said that

"Studying geography and learning how to utilise geographic information gives new employees many of the key skills that businesses are crying out for... But if business needs geographers now, this will be even more true in the future. Location is becoming increasingly recognised as an important factor in decision making." "A survey of 200 business leaders across the public and private sectors showed that the skills they are looking for in future employees are critical thinking (nominated by 78 per cent of businesses leaders as key for graduates), advanced analytical skills (76 per cent), understanding and interpreting complex data (71 per cent), advanced technology skills (57 per cent) ... all of which can be gained through a geography degree... As a company we therefore place a high value on the teaching of geography in Higher Education. ...there is evidence that the generic skills acquired through the study of geography are in high demand right across the business sector." Richard Waite, Managing Director ESRI UK

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
- Intellectual skills
- Employability skills

Subject knowledge and understanding

Successful students will be able to demonstrate knowledge and understanding of:

- the interdependence of human and physical aspects of the geographical environment
- the contribution of research to the development of geographical knowledge
- the dynamic, plural and contested nature of the discipline
- patterns of spatial variation as dynamic characteristics of the human and physical environment
- characteristics, diversity and interdependence of places outside their own everyday experience
- the way that human and physical environments change through time
- the significance of spatial and temporal scale in human and physical processes
- diverse manners of representing human and physical environments
- the use of systems at a range of scales to conceptualise patterns, processes, interactions and change in the human and physical world
- different methodological strategies used in the observation, analysis, interpretation and representation of geographical information
- applications and limitations of Geography in problem solving, equitable and sustainable development, and improving quality of life

Teaching and learning employed to achieve these outcomes includes: formal classes (lectures, practicals, seminars, tutorials, workshops and field courses); directed reading and engagement with VLE resources; independent study and reflection. The development of subject-specific knowledge is a key element of the programme that is most explicitly addressed within the lecture-based modules. The final-year dissertation provides an explicit opportunity in the latter stages of the programme to apply knowledge and understanding to the resolution of a geographical research project.

Assessment of subject-specific knowledge and understanding is achieved by a broad range of assessment types including: formative assessment in individual meetings or small-group tutorials, coursework essays, posters, technical reports, literature reviews, reflective diaries, dissertations, field-course assessments, in-class and online tests, oral presentations and end-of-semester examinations.

Subject specific skills

Successful students will be able to:

- plan, design and execute a piece of research in Geography, including production of a final report
- undertake effective fieldwork with due regard for safety and risk assessment
- work safely in a scientific laboratory, with awareness of standard procedures
- prepare effective maps and diagrams using a range of appropriate technologies
- employ a variety of technical, statistical, qualitative and laboratory-based methods for the collection and analysis of spatial, social, and environmental information
- assess and use different types of documentary data sources
- combine and interpret different types of geographical evidence
- recognise moral and ethical issues involved in geographical debates
- effectively employ a range of specialist software to address a variety of geographical problems (e.g. use of GIS software to visualise and analyse geographical data)

The subject-specific skills listed above are taught most explicitly through the practical and field courses that form key components of modules in years 1 (Geographical Skills) and 2 (Practical Physical Geography, Geographical Research Training, Space & Society). Students have the explicit opportunity to deploy a range of skills and techniques within the final-year ISP module (Double or Single Dissertation).

Assessment of students' subject-specific skills is achieved primarily through practical assignments and portfolios, formative and summative tutorial exercises, field course exercises and projects, a formal research proposal and risk assessment, and the final-year dissertation.

Intellectual skills

Successful students will be able to:

- assess the merits of contrasting theories, explanations and policies
- analyse and solve problems
- make reasoned decisions
- evaluate evidence and make critical judgements
- make critical interpretations of data and text
- abstract and synthesise information
- develop a reasoned argument
- take responsibility for their own learning and develop a habit of reflection upon that learning
- make effective use of a broad range of literature sources (e.g. search for relevant books and journal articles and assess their quality and reliability).

Intellectual skills are developed throughout the programme but are addressed most explicitly within the tutorials, practicals and field courses in year 1 (Geographical Skills); the practicals, seminars and field courses in year 2 (Practical Physical Geography, Geographical Research Training, Space & Society); and the dissertation supervision meetings in the final year. Particular attention is paid to key transition skills in the year 1 practical and tutorial programme, covering for example essay writing skills and information literacy skills. Students also have the opportunity to learn additional intellectual skills within the Personal Development theme of the Keele Approach to Education and through engagement with away day sessions run in collaboration with Student Learning.

Assessment of intellectual skills is achieved through a range of means including tutorial assignments and group discussions, coursework and examination essays, literature reviews, reflective diaries, practical exercises, practical exercises, fieldwork exercises and the final-year dissertation.

Employability skills

Employability Skills are embedded within the modules in all three years in order to equip students with core skills and knowledge, which are transferable into post-University experience. In addition, where relevant, modules seek to highlight relevant employment opportunities for geography graduates and in some cases involve activities and assignments that replicate those undertaken in related professions (e.g. Practical Physical Geography, Water Resources). Students can also elect to take a work-placement module in year 2 that provides an explicit opportunity to gain direct experience of a professional working environment.

Successful students will develop proficiency in the following skill sets:

- **Written communication skills:** The development of written communication skills is a key element of the programme and students are required to complete various written assignments in all three years including essays, poster presentations, technical reports and a large dissertation. Specific training is provided within the year 1 tutorial programme in particular, which addresses relevant skills including referencing and academic writing skills
- **Oral presentation skills:** Students gain experience in oral presentation skills within various modules including the year 1 tutorial programme, the year 2 overseas field courses and various option modules
- **Communication skills:** Students are encouraged to discuss and debate ideas within small-group tutorial sessions within year 1. In addition, students are continually encouraged to discuss specific aspects of their work with their peers, with module tutors and with their module tutors. This is facilitated by the open-door policy operated by the geography staff

- Problem solving skills: The ability to resolve problems with complex solutions is an important part of the programme and is included within a range of module assessments and fieldwork activities
- Fieldwork skills: Students are introduced to a range of field skills such as surveying during the course of the degree programme. They are also trained in risk assessment techniques that are central to safe working in the field
- Numeracy skills: Numerous practical exercises include the analysis and manipulation of numerical datasets. The first year practical programme in particular involves the geographical application of a variety of statistical techniques
- Independent research skills: Successful completion of the degree programme requires students to work independently. This ranges from the wider reading required to expand on material covered within the lectures, to the final completion of a major independent research project in year 3
- Information literacy skills: Effective engagement with a range of advanced sources requires the development of sophisticated search skills and an ability to engage with material at the forefront of the discipline. These skills are introduced in the year 1 tutorials and further developed in years 2 and 3 of the programme
- Team working: Team work is an integral part of the field courses in years 1 and 2 and students therefore have numerous opportunities to work as part of a team. Some modules include assessments that require students to work as a group (e.g. Practical Physical Geography)
- IT skills: Key IT skills are taught to all undergraduates at the beginning of Year 1. Instruction is given in core software applications (e.g. spreadsheet software) so that all students have the same level of core knowledge of essential computing techniques. Particular emphasis is placed on the use of industry-standard GIS software (ArcGIS) to analyse, visualise and integrate spatial datasets
- Personal and professional development: The first-year tutorial programme recognises the challenge posed by the transition from Secondary to Higher Education and consequently focuses on introducing students to the key study skills required to work effectively in a university environment (e.g. time management, note taking, use of feedback and reflection, how to find relevant literature, referencing and plagiarism etc.). This is facilitated by the small-group learning and close support from a nominated member of staff from their arrival at Keele. Students are continuously encouraged to reflect on their skills and knowledge, to identify ways in which these can be improved, and to consider their aims and ambitions beyond the degree and how these are best realised

Keele Graduate attributes

Geography at Keele University is proud of its distinctive educational environment, which is designed to enable students to develop into *distinctive graduates* able to balance *specialist and expert knowledge* with a *broad outlook* and an *independent approach*. Keele identifies a set of distinctive graduate attributes that characterise successful Keele students.

The content, structure and intended learning outcomes of our programme, which are described in this Programme Specification, are explicitly designed to facilitate the achievement of these capabilities.

Specifically, we provide:

- opportunities throughout Geography to develop the subject-specific skills and knowledge that are at the heart of the programme
- opportunities throughout Geography to develop personal and professional attributes, abilities and attitudes appropriate to lifelong learning, employability and citizenship
- opportunities within the wider Keele framework to develop a broad set of attributes that are not subject specific but define an intellectually well-rounded and confident graduate
- a supportive network of staff within Geography who aim to demonstrate these attributes by their own example and who are dedicated to working alongside students exploring and developing them as they progress through the programme.

Engagement with the Geography degree 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. The preceding sections in the Programme Specification illustrate the ways in which these attributes can be achieved through what we include in the course, and a more detailed analysis of how specific Graduate Attributes relate to specific elements of the course can be found at: <https://www.keele.ac.uk/gge/students/geography/geographyhandbook/>

Further information about the Graduate Attributes in the context of Keele's Approach to Education can be found at: <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. They include the following:

- Lectures
- Field courses
- Practical classes
- Tutorials
- Project work

- Seminars, group presentations and workshops
- Lectures
- Individual progress interviews, including personal development planning
- Directed reading and independent study
- A research dissertation
- Interactive online e-learning via the Keele Learning Environment (KLE)

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.

7. Teaching Staff

Geography is a modular degree programme taught within the School of Geography, Geology and the Environment, which includes lecturers with expertise in Geography, Earth Sciences and Environmental Sciences. All the current Geography lecturers hold PhDs and most are internationally recognised experts in their fields.

Geographers have won the annual Keele University "Excellence in Teaching" award five times, including individual awards for excellence in teaching to four members of staff and a team award for excellence to the whole programme. Two members of the Geography teaching team have been awarded National Teaching Fellowships (NTF) by the Higher Education Academy. Staff details are available at <http://www.keele.ac.uk/gge/people/>

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.

The Geography Single Honours programme is modular in structure. The programme provides a broad-based first year followed by more specialised second year and third-year studies.

We assume no prior expertise in Geography, and begin with introductory modules that provide a platform from which students can develop their knowledge, understanding and skills. First year is an introductory year in which students acquire essential academic skills and a foundation of knowledge of the underlying concepts and principles of the subject. Second year develops a critical understanding of more advanced topics and conceptual issues in the subject, and helps students to establish skills in independent research. Third year allows students to explore specialised topics of their choice at the level of the most recent scientific research, and to develop a range of advanced skills.

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

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

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

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

Year	Compulsory	Optional		Electives	
		Min	Max	Min	Max
Level 4	75	15	45	0	30
Level 5	75	45	45	0	0
Level 6	0	90	120	0	30

Module Lists

Level 4

Compulsory modules	Module Code	Credits	Period
Fundamentals of Physical Geography	ESC-10039	15	Semester 1
Geography & Geographers	GEG-10011	15	Semester 1
Human Geographies	GEG-10013	15	Semester 1
Geographical Skills	ESC-10035	15	Semester 1-2
People and the Environment	ESC-10041	15	Semester 2

Optional modules	Module Code	Credits	Period
Global Warming or a New Ice Age?	ESC-10032	15	Semester 2
The Practice of Physical Geography	ESC-10038	15	Semester 2
Greening Business: Employability and Sustainability	ESC-10043	15	Semester 2
Entrepreneurship Level 4	ESC-10056	15	Semester 2
Practising Human Geography	GEG-10012	15	Semester 2

Level 5

Compulsory modules	Module Code	Credits	Period
Practical Physical Geography	ESC-20029	15	Semester 1
Practical Human Geography	GEG-20010	15	Semester 1
Dynamic Geographies (30 Credits)	ESC-20049	30	Semester 2
Geographical Research Training	GEG-20009	15	Semester 2

Optional modules	Module Code	Credits	Period
Regional Landscapes	ESC-20030	15	Semester 1
Space and Society	GEG-20015	15	Semester 1
Work Placement Module	ESC-20051	15	Semester 1-2
Concepts and Debates in Geography	GEG-20018	15	Semester 2

Level 5 Module Rules

Students must select three out of the four optional modules listed.

Students choosing to do the international year take the 120 credit compulsory module 'GEG-20034: International Study Module'. This is a Level 5 module.

Students choosing to do the work placement year take the 120 credit compulsory module 'ESC-30042: Work Placement Year'. This is a Level 6 module.

Level 6

Optional modules	Module Code	Credits	Period
Glaciers and Glacial Geomorphology	ESC-30006	15	Semester 1
Natural Hazards	ESC-30009	15	Semester 1
Global Environmental Change	ESC-30018	15	Semester 1
Applied GIS	ESC-30044	15	Semester 1
Postcolonialism in South Asia	GEG-30015	15	Semester 1
Animals and Society	GEG-30021	15	Semester 1
Geography Double Dissertation - ISP	GEG-30006	30	Semester 1-2
Geography (Single) Dissertation - ISP	GEG-30008	15	Semester 1-2
Water Resources	ESC-30020	15	Semester 2
Coastal Environments	ESC-30027	15	Semester 2
Inspirational Landscapes	GEG-30014	15	Semester 2
Economic Development and Environmental Transformation	GEG-30016	15	Semester 2
Rural Geographies	GEG-30020	15	Semester 2
Geographies of Health and Illness	GEG-30023	15	Semester 2
Trees in their Environment	LSC-30017	15	Semester 2

Level 6 Module Rules

Students must select one of the ISP (Independent Study Project) modules (ESC-30006 or ESC-30008).

Learning Outcomes

The table below sets out what students learn in the programme and the modules in which that learning takes place. Details of how learning outcomes are assessed through these modules can be found in module specifications.

Level 4

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 Year 1 (Level 4) and Year 2 (Level 5) these learning outcomes are achieved in the compulsory modules which all students are required to take. Some of these outcomes may also be achieved or reinforced in elective modules together with other outcomes not stated here. In Year 3 (Level 6) the stated outcomes are achieved by taking any of the modules offered in each semester.

In the first year students acquire essential academic skills and a foundation of knowledge of the underlying concepts and principles of the subject.

Subject Knowledge and Understanding	
Learning Outcome	Module in which this is delivered
Knowledge and understanding of core Geography topics and concepts.	Fundamentals of Physical Geography - ESC-10039 People and the Environment - ESC-10041 Human Geographies - GEG-10013 Geography & Geographers - GEG-10011 Practising Human Geography - GEG-10012 The Practice of Physical Geography - ESC-10038

Subject Specific Skills	
Learning Outcome	Module in which this is delivered
Fundamental skills and techniques in practical Geography, including fieldwork.	Geographical Skills - ESC-10035

Key or Transferable Skills (graduate attributes)	
Learning Outcome	Module in which this is delivered
Essential study and communications skills.	Geographical Skills - ESC-10035

Level 5

In the second year students develop a critical understanding of more advanced topics and conceptual issues, and establish skills in independent research.

Subject Knowledge and Understanding	
Learning Outcome	Module in which this is delivered
Knowledge and understanding of advanced Geography topics and concepts	Space and Society - GEG-20015 Regional Landsystems - ESC-20030 Concepts and Debates in Geography - GEG-20018 Dynamic Geographies (30 Credits) - ESC-20049

Subject Specific Skills	
Learning Outcome	Module in which this is delivered
Advanced skills and techniques in practical Geography, including fieldwork	Space and Society - GEG-20015 Practical Physical Geography - ESC-20029 Geographical Research Training - GEG-20009

Key or Transferable Skills (graduate attributes)	
Learning Outcome	Module in which this is delivered
Core skills in research design and project formulation	Geographical Research Training - GEG-20009
Advanced study skills and engagement with research-level literature	All modules

Level 6

In the third year students gain skills and knowledge specific to Geography, but also a range of skills and knowledge applicable to a wide range of employment opportunities that will also establish the basis for a future of lifelong learning.

Subject Knowledge and Understanding	
Learning Outcome	Module in which this is delivered
Specialist knowledge and understanding of Geography topics and concepts at the cutting edge of the discipline	All modules

Subject Specific Skills	
Learning Outcome	Module in which this is delivered
Advanced research skills and practical techniques in Geography, including fieldwork	Geography (Single) Dissertation - ISP - GEG-30008 Geography Double Dissertation - ISP - GEG-30006

9. Final and intermediate awards

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

Honours Degree	360 credits	<p>You will require at least 120 credits at levels 4, 5 and 6</p> <p>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.</p> <p>*An exemption applies for students transferring from a Combined Honours programme - see point 3.4 here: https://www.keele.ac.uk/regulations/regulationc3/</p>
Diploma in Higher Education	240 credits	You will require at least 120 credits at level 4 or higher and at least 120 credits at level 5 or higher
Certificate in Higher Education	120 credits	You will require at least 120 credits at level 4 or higher

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

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

10. How is the Programme Assessed?

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

- **End of semester examinations** test the ability of the student to describe, explain, and critically discuss the principles of the subject and to demonstrate competence in applying these principles to applications and to solve problems from appropriate areas of the discipline.
- **Essays** allow you to demonstrate your ability to articulate ideas clearly using argument and reasoning skills and with close reference to the contexts and critical concepts covered in the modules. Essays also develop and demonstrate research and presentation skills (including appropriate scholarly referencing).
- **Technical reports** - structured proformas and reports are formal summaries of work that test students' understanding of the practical aspects of the programme and develop the skills necessary to enable students to present and analyse their results.
- **Reflective diaries** require students to keep a record of their critical or creative responses to the work of the module. They are assessed on the quality of this reflection and on their ability to respond constructively to the challenges and difficulties they encounter in the process of their own creative development and learning.
- **Poster presentations** demonstrate the ability of the student to present complex concepts and information in a clear and concise manner, to interact and communicate effectively to a wide range of professional environments, including to both scientific and non-scientific audiences.
- **In-class and online exercises** taken either conventionally or online via the Keele Learning Environment (KLE) assess students' subject knowledge and their ability to apply it in a more structured and focused way.
- **Individual or group oral presentations** assess individual student's subject knowledge and understanding. They 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.
- **Field course notebook and portfolios** - assess work that has been carried out in the field, and typically include field notebooks, research proposals, short quizzes and both oral and written presentations. The specific assessment portfolio will vary according

to the field course destination and subject focus. Fieldwork is a distinctive core component of all the Geography courses.

- **Research proposals** require 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. This form of assessment is key to the development of independent research skills and a portfolio of employability skills.
- **Independent Project work** tests student's knowledge of different research methodologies and the limits and provisional nature of knowledge. They also enable students to demonstrate their ability to formulate research questions and to answer them using appropriate methods.

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)	22%	78%	0%
Year 2 (Level 5)	23%	77%	0%
Year 3 (Level 6)	13%	87%	0%

12. Accreditation

This programme has been accredited by the Royal Geographical Society (with IBG). Accredited degree programmes contain a solid academic foundation in geographical knowledge and skills, and prepare graduates to address the needs of the world beyond higher education. The accreditation criteria require evidence that graduates from accredited programmes meet defined sets of learning outcomes, including subject knowledge, technical ability and transferable skills.

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'.

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

Students are expected to attend all practical classes, tutorials, seminars, fieldcourses and lectures. Attendance at all these sessions is monitored and checked by the academic support staff and course directors. Students who display a poor attendance record for no good reason may be subject to disciplinary action.

Students are required to follow the guidelines provided in the Safety and Fieldcourse Handbooks. Instructions contained in course, year and module handbooks constitute part of the regulations.

14. What are the typical admission requirements for the Programme?

See the relevant course page on the website for the admission requirements relevant to this programme:
<https://www.keele.ac.uk/study/>

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.

Recognition of Prior Learning (RPL) 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?

Personal Tutors: All students are allocated a Personal Tutor for the duration of their studies as part of the University's Personal Tutor system.

Subject Tutors: Each student in Geography is supported by the Year Tutor for their year of study, and also by a Geography tutor with whom the student will normally meet on a weekly basis throughout the 1st year and fortnightly in 2nd year. Students have free access to these tutors at all times throughout their studies. They are also supported by the Geography Course Director who is always available to help, and by the Head of Geography Programmes.

Use of e-learning/the Keele Learning Environment (KLE): All modules are supported by learning materials that are accessible to students via the KLE.

Health and Safety: All students admitted to the programme are expected to read the Earth Sciences and Geography Safety Handbook. Students are required to sign an agreement that they have read this Handbook, and that they will abide by the rules and regulations governing the efficient working, safety and welfare of all members both within the University and in the field. They are also required to declare any medical conditions that may influence their ability to work in the field so that these can be discussed and suitable adjustments made if necessary.

Students with disabilities: Students with disabilities or medical problems will meet with a member of the University's Disability & Dyslexia Support service and the Geography Disability Officer at the start of the programme in order to discuss any special requirements. Procedures will then be implemented according to the nature of the student's disability or medical problem. These procedures can range, for example, from allowing extra examination time for students diagnosed as dyslexic, to allocating additional staff or demonstrators to field classes to help students with mobility problems.

Further information: It is essential that students consult the course website at regular intervals for definitive versions of the Geography handbooks, on-line course materials, and programme and module specifications. These can be accessed at: <http://www.keele.ac.uk/gge/students/geography/>

On-line learning and teaching materials related to individual modules are available on the Keele Learning Environment.

16. Learning Resources

Geography is based within the School of Geography, Geology and the Environment. The School has its own building (the William Smith Building) that contains well-equipped laboratories, computing suites and lecture theatres. This concentration of teaching into one building enables students to identify with a specific base within the University. The foyer provides pleasant surroundings for students to meet and socialise with their peers. The Office is open during the week from 9am to 5pm to answer student queries. Academic staff operate an open-door policy so that students can obtain easily obtain support and advice. Students are also welcome to use the computing facilities between 9am to 7pm when they are not being used for teaching. Timetables highlighting when these facilities are not being used for teaching are posted outside each of the computer laboratories within the William Smith Building.

17. Other Learning Opportunities

Study abroad (semester)

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

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

No additional tuition fees are payable for a single semester studying abroad but students do have to bear the costs of travelling to and from their destination university, accommodation, food and personal costs. Depending on the destination they are studying at additional costs may include visas, study permits, residence permits, and compulsory health checks. Students should expect the total

costs of studying abroad to be greater than if they study in the UK, information is made available from the Global Education Team throughout the process, as costs will vary depending on destination.

Whilst students are studying abroad any Student Finance eligibility will continue, where applicable students may be eligible for specific travel or disability grants. Students studying in Erasmus+ destinations may be eligible for grants as part of this programme. Students studying outside of this programme may be eligible for income dependent bursaries at Keele. Students travel on a comprehensive Keele University insurance plan, for which there are currently no additional charges. Some governments and/or universities require additional compulsory health coverage plans; costs for this will be advised during the application process.

Study Abroad (International Year)

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

Work Placement Year

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

Other opportunities

Fieldwork is an important part of geographer's training, providing the opportunity to acquire and practice field-based skills, to develop skills of observation and recording and to work as effective members of a team.

18. Additional Costs

Field Course Costs

All students will do mandatory field courses as part of their degree programme. There is a range of field courses and costs are dependent on degree route, module choices and the nature of the independent project work taken by students.

The University provides significant financial support to subsidise the cost of the field course programme for students. Students will have the option to choose field course destinations that involve no additional cost, or to choose destinations that, although still subsidised, will involve some additional cost to the student. In order to help students manage their field course costs, the payments are spread over the course of the academic year in which you participate in the field course, normally October, February and May. The first instalment is non-refundable due to the need to pre-book accommodation, flights, etc. in advance. The costs of field courses are indicated at the start of the year, with details posted on student notice boards to enable students to make informed decisions on the choices available.

First Year Students

There are no charges to year 1 students taking field courses in the first year of their programme. The University pays for these costs.

Second Year Students

Indicative costs for field courses based on previous academic years:

One-week, compulsory residential field course to EITHER Almeria, southern Spain (no additional cost) OR Barcelona, Spain (no additional cost) OR Iceland (approximately £750-£850) OR Singapore (airfares organised/paid for by student - approx. £700-£800).

Third Year Students

Single Honours Geography students undertake a dissertation, which MAY include fieldwork that is normally carried out during the summer vacation between years 2 and 3. Students are responsible for organising their own transport and accommodation as well as paying any costs incurred whilst carrying out fieldwork. These costs are extremely variable as they are dependent on where the student carries out their project. Costs are minimal if the project work is undertaken in the students' local area. There is also a charge of £10 of a field excursion included within module GEG-30020.

IMPORTANT: Students are expected to have adequate clothing for field trips. Costs are only for indicative purposes and correct at the time of printing. Costs are dependent on the options chosen by students and susceptible to changes in the number of students taking field courses and changes in external factors such as flight and accommodation costs outside the University's control. In addition, we reserve the right to change the venues of field courses due to both cost and academic considerations.

Activity	Estimated Cost
Geography - One-week, compulsory residential field course to EITHER Almeria, southern Spain (no additional cost) OR Barcelona, Spain (no additional cost) OR Iceland (approximately £600-£700) OR Singapore (airfares organised/paid for by student - approx. £650-£800)	£0-£850
Equipment: Waterproof clothing and footwear for field courses	£100
Total estimated additional costs	£100-900

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 undergraduate programme.

19. Quality management and enhancement

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

- The School Education Committee is responsible for reviewing and monitoring quality management and enhancement procedures and activities across the School.
- Individual modules and the 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.
- 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 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 annual programme review.
- Findings related to the programme 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 programme is considered and acted on at regular meetings of the Student Staff Voice 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/qa/externalexaminers/currentexternalexaminers/>

20. The principles of programme design

The 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/quality-code>
- QAA Subject Benchmark Statement: Geography (2014) http://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/sbs-geography-14.pdf?sfvrsn=cb9ff781_12
- Keele University Regulations and Guidance for Students and Staff: <http://www.keele.ac.uk/regulations>

21. Annex - International Year

Geography 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 60% 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 54% across all Level 5 modules with no module fails. Where no Semester 1 marks have been awarded performance in 1st year marks and ongoing 2nd year assessments are taken into account)
- General Aptitude (to be demonstrated by application for study abroad, interview during the 2nd semester of year 2 (Level 5), and by recommendation of the student's personal tutor, 1st and 2nd year tutors and programme director)

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

Student Support

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

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

Learning Outcomes

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

1. Describe, discuss and reflect upon the cultural and international differences and similarities of different learning environments
2. Discuss the benefits and challenges of global citizenship and internationalisation
3. Explain how their perspective on their academic discipline has been influenced by locating it within an international setting.
4. Apply their experiences abroad to the specific graduate attributes associated with their Geography degree.
5. Integrate, apply and develop fundamental geographical principles to describe and explain phenomena and solve problems in the context of selected topics within contemporary Geography.

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 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.

22. Annex - Work Placement Year

Geography with Work Placement Year

Work Placement Year summary

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

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

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

Work Placement Year Programme Aims

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

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

Entry Requirements for the Work Placement Year

Admission to the Work Placement Year is subject to successful application, interview and references from appropriate staff. Students have the opportunity to apply directly for the 4-year 'with work placement year' degree programme, or to transfer onto the 4-year programme at the end of Year-1 and in Year-2 at the end of Semester 1. Students who are initially registered for the 4-year degree programme may transfer onto the 3-year degree programme at any point in time, prior to undertaking the year-long work placement. Students who fail to pass the work placement year, and those who fail to meet the minimum requirements of the work placement year module (minimum 30 weeks full time (1,050 hours), or equivalent, work placement), will be automatically transferred onto the 3-year degree programme.

The criteria to be applied are:

- A good University attendance record and be in 'good academic standing'.
- Passed all Year-1 and Year-2 Semester 1 modules with an overall module average of > 55%
- Students undertaking work placements will be expected to complete a Health and Safety checklist prior to commencing their work experience and will be required to satisfy the Health and Safety regulations of the company or organisation at which they are based.
- (*International students only*) Due to visa requirements, it is not possible for international students who require a Tier 4 Visa to apply for direct entry onto the 4-year with Work Placement Year degree programme. Students wishing to transfer onto this programme should discuss this with student support, the academic tutor for the work placement year, and the Programme Lead. Students should be aware that there are visa implications for this transfer, and it is the student's responsibility to complete any and all necessary processes to be eligible for this programme. There may be additional costs, including applying for a new Visa from outside of the UK for international students associated with a transfer to the work placement programme.

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

Student Support

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

- Regular contact between the student and a named member of staff who will be assigned to the student as their University supervisor. The University supervisor will be in regular contact with the student throughout the year, and be on hand to provide advice (pastoral or academic) and liaise with the Placement supervisor on the student's behalf if required.
- Two formal contacts with the student during the placement year: the University supervisor will visit the student in their placement organization at around the 5 weeks after placement has commenced, and then visit again (or conduct a telephone/video call tutorial) at around 15 weeks into the placement.
- Weekly supervision sessions will take place with the placement supervisor (or his/her nominee) throughout the duration of the placement.

Learning Outcomes

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

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

These learning outcomes will be assessed through the non-credit bearing Work Placement Year module (ESC-30042) which involves:

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

Regulations

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

- Students undertaking the Work Placement Year must successfully complete the zero-credit rated 'Work Placement Year' module (ESC-30042)
- Students must pass Assessment 1 (mid-placement portfolio) with a mark of 40% in order to continue to take their work placement and pass the Work Placement module.
- Students failing Assessment 1 at first attempt will be required to withdraw from the Work Placement and be transferred onto the 3-year programme.
- In order to ensure a high quality placement experience, each placement agency will sign up to a placement contract (analogous to a service level agreement).
- Once a student has been accepted by a placement organisation, the student will make a pre-placement visit and a member of staff identified within the placement contract will be assigned as the placement supervisor. The placement supervisor will be responsible for ensuring that the placement experience meets the agreed contract agreed with the University.
- The placement student will also sign up an agreement outlining his/her responsibilities in relation to the requirements of each organisation.

Students will be expected to behave professionally in terms of:

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

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

Additional costs for the Work Placement Year

Tuition fees for students on the Work Placement Year will be charged at 20% of the annual tuition fees for that year of study, as set out in Section 1. The Work Placement Year can be included in your Student Finance allocation; to find out more about your personal eligibility see: www.gov.uk

Students will have to bear the costs of travelling to and from their placement provider, accommodation, food and personal costs. Depending on the placement provider additional costs may include parking permits, travel and transport, suitable clothing, DBS checks, and compulsory health checks.

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

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

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

Version History

This document

Date Approved: 18 December 2019

Previous documents

Version No	Year	Owner	Date Approved	Summary of and rationale for changes
1	2019/20	PETER KNIGHT	18 December 2019	