Programme Specification: Undergraduate

For students starting in Academic Year 2023/24

1. Course Summary

Names of programme and award title(s)	BA (Hons) Creative Writing BA (Hons) Creative Writing with International Year (see Annex for Details) BA (Hons) Creative Writing with Work Placement Year (see Annex for Details)
Award type	Single Honours
Mode of study	Full-time
Framework of Higher Education Qualification (FHEQ) level of final award	Level 6
Normal length of the programme	3 years; 4 years with either the International Year or Placement Year between years 2 and 3
Maximum period of registration	The normal length as specified above plus 3 years
Location of study	Keele Campus
Accreditation (if applicable)	Not Applicable
Regulator	Office for Students (OfS)
Tuition Fees	**UK students:** Fee for 2023/24 is £9,250* **International students:** Fee for 2023/24 is £17,700** The fee for the international year abroad is calculated at 15% of the standard year fee The fee for the work placement year is calculated at20% of the standard year fee

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/

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

2. What is a Single Honours programme?

The Single Honours programme described in this document allows you to focus more or less exclusively on this subject. In keeping with Keele's commitment to breadth in the curriculum, the programme also gives you the opportunity to take some modules in other disciplines and in modern foreign languages as part of a 360-credit Honours degree. Thus it enables you to gain, and be able to demonstrate, a distinctive range of graduate attributes.

3. Overview of the Programme

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

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

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

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

4. Aims of the programme

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

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

5. What you will learn

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

- Subject knowledge and understanding
- Subject specific skills
- Key or transferable skills (including employability skills)

Subject knowledge and understanding

Successful students will be able to:

- Demonstrate knowledge of the techniques and characteristics of specific written genres, forms and

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

Subject specific skills

Successful students will be able to:

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

Key or transferable skills (including employability skills)

Successful students will be able to:

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

Keele Graduate attributes

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. They include the following:

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

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

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

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

Web-based learning using the University's virtual learning environment (KLE). The KLE is used to give

students easy access to a wide range of resources and research tools, and as a platform for online discussions, quizzes, and blogs. MS Teams is also used to provide resources and tools for study, and as a platform for synchronous online seminars, workshops, supported writing retreats and one-to-one consultations

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

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

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

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

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

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

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

7. Teaching Staff

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

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

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

8. What is the structure of the Programme?

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

There are 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;

- Global Challenge Pathways - a choice of modules from different subject areas within the University that count towards the overall credit requirement but not the number of subject-related credits.

Students at Level 4 and Level 5 in 2023/24 have the option of taking a Global Challenge Pathway, which includes one 15-credit module in each year of the degree. Alternatively, a language module or an additional optional module can be taken instead. Information about Global Challenge Pathways can be found after the module lists for Level 5.

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

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

Year	Compulsory	Optional		Electives	
		Min	Max	Min	Max
Level 4	75	30	45	0	15
Level 5	60	45	60	0	15
Level 6	30	75	90	0	15

Module Lists

Level 4

Compulsory modules	Module Code	Credits	Period
Writing Scripts	ENG-10038	15	Semester 1
Writing Poetry	ENG-10040	15	Semester 1
Writing Fiction	ENG-10044	15	Semester 1
Writing, Delivery and Performance	ENG-10042	15	Semester 2
Writing for Other Platforms	ENG-10046	15	Semester 2

Optional modules	Module Code	Credits	Period
Gothic Nightmares: Robots, Monsters and Witches	ENG-10050	15	Semester 1
Reading Film	FIL-10001	15	Semester 1
Introduction to Television Studies	FIL-10006	15	Semester 1
Texts and Contexts	ENG-10034	30	Semester 1-2
Playing Parts: Studying Drama and Poetry	ENG-10029	15	Semester 2
Film and Culture	FIL-10017	15	Semester 2
The Early Modern World, 1490-1700	HIS-10045	15	Semester 2
Digital Video	MDS-10009	15	Semester 2
Audiences: From Moral Panics to Digital Cultures	MDS-10027	15	Semester 2
Sound and Society	MUS-10114	15	Semester 2

NB: Global Challenge Pathways (GCPs) - students at Level 4 and Level 5 in 2023/24 have the option of taking a Global Challenge Pathway, which includes one 15-credit module in each year of the degree. Information on GCPs is shown under the Level 5 modules below.

Language modules

Students on this programme will also be able to study language modules offered by the Language Centre, as part of a Global Challenge Pathway. You can enrol on either a Modern Language module [more information available at this link] (Semester 1 only) or Teaching English to Speakers of Other Languages (TESOL) (Semesters 1 and 2) module (ENL-10053).

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

Level 5

Compulsory modules	Module Code	Credits	Period
Writing Genre	ENG-20074	15	Semester 1
Emerging Themes	ENG-20076	15	Semester 1
Sources of Writing	ENG-20078	15	Semester 2
Creative Non-Fiction	ENG-20080	15	Semester 2

Optional modules	Module Code	Credits	Period
Romanticisms	ENG-20033	15	Semester 1
The Renaissance: Shakespeare and Beyond	ENG-20050	15	Semester 1
Literature and Social Change	ENG-20064	15	Semester 1
Transatlantic Modernisms	ENG-20070	15	Semester 1
Creative Arts and Humanities in Society	LIB-20008	15	Semester 1
Work Placement for Humanities Students	ENG-20055	15	Semester 1-2
Contemporary World Literature	ENG-20060	15	Semester 2
Methods and Approaches to Literature	ENG-20066	15	Semester 2
Culture and Barbarism: Literature in the Victorian Age	ENG-20068	15	Semester 2
Science Fiction Cinema: Utopias and Dystopias	FIL-20005	15	Semester 2
Adaptation	FIL-20011	15	Semester 2
21st-Century Apocalypses	FIL-20023	15	Semester 2
Documentary: Theory and Practice	MDS-20032	15	Semester 2
Creative Synergies: Designing Collaborative Projects	MUS-20076	15	Semester 2

Global Challenge Pathways (GCPs)

Students at Level 4 and Level 5 in 2023/24 have the option of taking a Global Challenge Pathway, which includes one 15-credit module in each year of the degree. Students at Level 5 will continue the Global Challenge Pathway they started at Level 4.

Global Challenge Pathways offer students the chance to fulfil an exciting, engaging route of interdisciplinary study. Choosing a pathway, students will be presented with a global issue or 'challenge' which directly relates to societal issues, needs and debates. They will be invited to take part in academic and external facing projects which address these issues, within an interdisciplinary community of students and staff. Students completing a Global Challenge Pathway will receive recognition on their degree certificate.

Digital Futures	The Digital Futures pathway offers you the opportunity to become an active contributor to current debates, cutting-edge research, and projects with external partners, addressing both the exciting potential and the challenges of disruptive digital transformation across all spheres of life. Part of a diverse and interdisciplinary pathway community, you will engage in exciting, impactful collaborative project work in innovative formats. Engaged in real-world scenarios, you will use digital technology and creativity to promote inclusive, empowering, and sustainable change at local and global levels. **Level 4 Module**: **A digital life: challenges and opportunities (GCP-10005)** **Level 5 Module: Digital World - People, Spaces, and Data (GCP-20005)**
Climate Change & Sustainability	Through the Climate Change & Sustainability pathway you will develop the skills, understanding and drive to become agents of change to tackle climate change and wider sustainability challenges. You will work with international partners to explore climate change and sustainability in different international contexts; lead your own projects to drive real change in your communities; and be part of educating others to help achieve a more sustainable future. **Level 4 Module: Climate Change and Sustainable Futures: Global Perspectives (GCP-10009)** **Level 5 Module: Climate Change and Sustainability: Action and Activism (GCP-20009)**
Social Justice	Students on this pathway will embark on a reflective journey drawing upon decolonising, feminist, and ethical perspectives on social justice, forging transformative outputs as agents of change. You will enter a dialogue with local, national, and international partners from Universities, NGOs, International Human Rights Committees. You will engage with key societal challenges, for example Covid 19 as a social crisis with impact on gender and racial identities. The pathway will allow you to monitor and critically evaluate policies and human rights treaties, and produce and disseminate digitally fluent, international and sustainable project findings. **Level 4 Module**: **Reflections on Social Injustices, Past and Present (GCP-10003)** **Level 5 Module: Strategic Interventions for Social Justice (GCP-20003)**
Enterprise & the Future of Work	If we are to achieve the promise of Sustainable Development Goals, solve the climate crisis and take advantage of the changes that the digital revolution provide, we need to understand the power of enterprise and prepare for future contexts of work, creativity and disruption. Supporting you to be part of future-facing solutions, this pathway will give you the ability to make judgements on the utilisation of resources, labour and capital. It will support you in developing creative, original thinking, allowing you to collaborate on projects that persuade and effect change, setting you up to thrive in future environments of work and innovation. **Level 4 Module: Enterprise and the Future of Work (GCP-10007)** **Level 5 Module: Enterprise and the Future of Work: Collaborate to Innovate (GCP-20007)**

Global Health Challenges	By taking the global health challenge pathway you will develop solutions to improve the health and quality of life for particular people and communities, engaging with these groups to co-design interventions. This pathway will provide you with skills that go beyond a focus on health and will allow you to develop your ability to work in a team and lead change in society. The knowledge, skills and work experience will complement your core degree and enhance your career opportunities and graduate aspirations. **Level 4 Module: Key concepts and challenges in global health (GCP-10001)** **Level 5 Module: Using Evidence to Improve Global Health (GCP-20001)**
Languages & Intercultural Awareness	An understanding of language and culture opens the doorway to understanding what happens, why it happens and how you can make a difference. Why learn Russian now? How will an understanding of intercultural values impact on global development? How can you use English to work your way around the world? Importantly - how do language and culture impact on the UN Sustainability Goals? The Languages and Intercultural Awareness pathway offers you four distinct strands. The Language Specialist: Become a specialist in one of our languages and graduate with a degree title that includes '... with competency in (Language)'. The Language Taster: Explore a new language every year The Certificate in TESOL (Teaching English to Speakers of Other Languages): Train to teach English as a Foreign Language, gain a globally recognised teaching qualification and work with asylum seekers and refugees. The Intercultural Explorer: Explore cultural practices around the world and discover how the power of language and culture can be forces for breaking down barriers and achieving intercultural understanding, but how they can also be used to create political and social barricades. **Modules available:** **The Language Specialist:** Any Semester 1 Language Module (the level at which you enter will be determined by your previous language learning experiences). **The Language Taster:** Any Semester 1 Language Module (the level at which you enter will be determined by your previous language learning experiences) **The Certificate in TESOL:** ENL-10053 TESOL 1 ENL-20007 TESOL 2 **The Intercultural Explorer:** ENL-10057 The stories we live by ENL-20009 Who do you think you are?

Information on Global Challenge Pathways can be found here:
https://www.keele.ac.uk/study/undergraduate/globalchallengepathways/

Language modules

You can enrol on the continuing Modern Language module [more information available at this link] (Semester 1 only) or the continuing TESOL (Semesters 1 and 2) module (ENL-20007).

If you choose a Modern Language, you will automatically be enrolled on a Semester 2 Modern Language

module as a continuation of your GCP Modern Language of choice. Undertaking a Modern Languages module in Semester 2 is compulsory if you wish to continue to the language GCP the following academic year.

Level 6

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

Optional modules	Module Code	Credits	Period
Words and Pictures: the Contemporary American Graphic Novel	AMS-30030	15	Semester 1
Postmodernism: Fiction, Film and Theory	ENG-30053	15	Semester 1
Writingscapes	ENG-30072	15	Semester 1
Thresholds: Young Adult Fiction	ENG-30108	15	Semester 1
British Social Realism	FIL-30019	15	Semester 1
Youth and Film: Growing Up on Screen	FIL-30021	15	Semester 1
From Sawbones to Social Hero? Doctors and medicine 1808-1886	HIS-30101	15	Semester 1
Creative Magazine Production	MDS-30012	15	Semester 1
Work Placement for Humanities Final-Year Students	ENG-30088	15	Semester 1-2
Postcolonial and World Literature in English	ENG-30056	15	Semester 2
Shakespeare on Film: Adaptation and Appropriation	ENG-30070	15	Semester 2
The Alcohol Question	ENG-30073	15	Semester 2
Modernist Manifestos and Magazines	ENG-30078	15	Semester 2
Violence and death in Shakespeare's theatre	ENG-30083	15	Semester 2
Crime in Neoconservative America	FIL-30008	15	Semester 2
Approaches to Screenwriting	FIL-30013	15	Semester 2

Language modules: You can enrol on a Modern Language module (Semester 1 or Semester 2).

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

First year modules provide students with a thorough grounding in the skills needed to succeed at Creative Writing and an introduction to the study of Creative Writing as a discipline. Students will study specific forms and genres of writing such as the short story, poetry, and script as a way of developing their own practice in those forms, as well as considering how such writings can be delivered.

Subject Knowledge and Understanding	
Learning Outcome	**Module in which this is delivered**
Develop knowledge of different forms and styles of writing and an understanding of the issues involved in writing for an audience	All compulsory modules
Recognise the key features of poetry, short story and script in relation to the development of the student's own writing practice	Writing Poetry - ENG-10040 Writing Fiction - ENG-10044 Writing Scripts - ENG-10038
Build familiarity with theoretical, generic and practice-based concepts and terminology	All compulsory modules
Understand how to develop, improve and edit their own work	All compulsory modules

Subject Specific Skills	
Learning Outcome	**Module in which this is delivered**
Demonstrate the ability to read 'as a writer': able to analyse the literary works of others, understand how they create their effects, and appreciate the affective power of language.	Writing Scripts - ENG-10038 Writing Fiction - ENG-10044 Writing Poetry - ENG-10040 Writing for Other Platforms - ENG-10046
Communicate both abstract concepts and concrete ideas orally and through a variety of written forms.	All compulsory modules
Respond to the ideas and feedback of others and use this to develop and improve their own work.	All compulsory modules

Key or Transferable Skills (graduate attributes)	
Learning Outcome	**Module in which this is delivered**
Develop a facility for self-reflective and critical thinking	All compulsory modules
Work constructively with others, weighing up differing or opposing critical positions and assessing their relative value.	All compulsory modules
Reflect on and adapt their own learning by acting appropriately on feedback from their tutor and their peers	All compulsory modules
Be able to present written work in a style appropriate for its intended audience	All compulsory modules

Level 5

In the second year, students build on the skills and subject knowledge they will have acquired in the core modules of the first year.

Subject Knowledge and Understanding	
Learning Outcome	**Module in which this is delivered**
Be able to develop new writing strategies drawn from critical reflection upon their writing practice.	Emerging Themes - ENG-20076 Sources of Writing - ENG-20078
Understand the formal properties of specific literary genres and modes and be able to apply that knowledge to their own work.	Creative Non-Fiction - ENG-20080 Emerging Themes - ENG-20076 Writing Genre - ENG-20074
Gain an overview of the range of relevant contemporary writing, together with an awareness of important theories of creativity and literary composition throughout history.	Emerging Themes - ENG-20076 Writing Genre - ENG-20074 Creative Non-Fiction - ENG-20080
Appreciate the variety within types of English - regional, global, generic and media-specific - and their usage and role in different contexts.	All compulsory modules

Subject Specific Skills	
Learning Outcome	**Module in which this is delivered**
Demonstrate the ability to use language in a sophisticated and nuanced fashion, with an awareness both of audience and of media-specific constraints.	Creative Non-Fiction - ENG-20080 Writing Genre - ENG-20074 Emerging Themes - ENG-20076
Acquire an analysis of their own tendencies and interests as writers, and consider ways of expanding these into other approaches and practices	All compulsory modules
Be able to analyse and edit their own work, and that of peers, with a high level of rigour and scrutiny, both at the level of individual clauses and sentences and at the larger structural level.	All compulsory modules
Know the conventions of presenting both creative and scholarly work and be able to apply scholarly bibliographic skills when and where necessary.	All compulsory modules

Key or Transferable Skills (graduate attributes)	
Learning Outcome	**Module in which this is delivered**
Interact effectively with others, through collaboration with others and in workshop discussions.	All compulsory modules
Demonstrate the ability to work independently, set goals, manage workloads and meet deadlines.	All compulsory modules
Evaluate and reflect on their own practices and assumptions.	All compulsory modules

Level 6

In the third year, students take the 30-credit Creative Writing Independent Study Project and create a portfolio of their own work, whether that involves poetry, prose fiction, drama or creative non-fiction; and with the option to embed this into a textual, digital or community-based setting. For this, they work closely under the guidance of a member of staff with extensive creative writing experience, and will become aware

of work at the forefront of their discipline. They will also consider their strategies and development as a creative practitioner, producing a Creative Brief for their own Project, and develop a critical self-appraisal which analyses both their own 'structure' as a writer and how this relates to their creative practice.

Subject Knowledge and Understanding	
Learning Outcome	Module in which this is delivered
Analyse and be able to justify their technical decisions as a writer of creative literature	Creative Writing: Portfolio - SH ISP - ENG-30100
Create a sustained piece of creative work	Creative Writing: Portfolio - SH ISP - ENG-30100
Situate their own work in relation to contemporary literature and their own creative practice	Creative Writing: Portfolio - SH ISP - ENG-30100
Situate their work in an appropriate platform or context.	Creative Writing: Portfolio - SH ISP - ENG-30100

Subject Specific Skills	
Learning Outcome	Module in which this is delivered
Plan, research and produce work within the limitations of time and resources available to them and respond to feedback on this work productively.	All Year 3 Modules approved as part of the Creative Writing Programme.
Work effectively in both structured and unstructured contexts, exercising initiative and personal responsibility	All Year 3 Modules approved as part of the Creative Writing Programme.
Demonstrate the ability to use language in a sophisticated and nuanced fashion, with an advanced awareness both of audience and of media-specific constraints.	All Year 3 Modules approved as part of the Creative Writing Programme.
Demonstrate the ability to reflect critically on their own work and contextualise it within a wider understanding of literary production.	All Year 3 Modules approved as part of the Creative Writing Programme.

Key or Transferable Skills (graduate attributes)	
Learning Outcome	Module in which this is delivered
Manage time to produce polished, professional work against a deadline.	Creative Writing: Portfolio - SH ISP - ENG-30100
Demonstrate initiative in planning and developing independent work and responding flexibly to challenges.	All Year 3 Modules approved as part of the Creative Writing Programme.
Communicate fluently in a variety of media, showing a suitable awareness of tone, register and audience.	All Year 3 Modules approved as part of the Creative Writing Programme.

9. Final and intermediate awards

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

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

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

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

10. How is the Programme Assessed?

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

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

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

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

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

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

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

Assessment rationale

In the First Year, students acquire an understanding of key forms of writing - poetry, fiction, script - and a supplementary understanding of different ways in which these are presented to potential audiences, including via digital and other platforms. All modules result in the submission of creative work (a portfolio, or

a performance, or digital output), which demonstrates their understanding of the ideas of the module through its impact on their creative practice. Alongside this main assessment, a Commentary allows for students to demonstrate the underlying thinking and processes of the creative submission.

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

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

11. Contact Time and Expected Workload

This contact time measure is intended to provide you with an indication of the type of activity you are likely to undertake during this programme. The data is compiled based on module choices and learning patterns of students on similar programmes in previous years. Every effort is made to ensure this data is a realistic representation of what you are likely to experience, but changes to programmes, teaching methods and assessment methods mean this data is representative and not specific.

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

Activity

	Scheduled learning and teaching activities	**Guided independent Study**	**Placements**
Year 1 (Level 4)	24%	76%	0%
Year 2 (Level 5)	24%	76%	0%
Year 3 (Level 6)	20%	71%	9%

12. Accreditation

This programme does not have accreditation from an external body.

13. University Regulations

The University Regulations form the framework for learning, teaching and assessment and other aspects of the student experience. Further information about the University Regulations can be found at: http://www.keele.ac.uk/student-agreement/

If this programme has any exemptions, variations or additions to the University Regulations these will be detailed in an Annex at the end of this document titled 'Programme-specific regulations'.

14. 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.

English for Academic Purposes

Please note: All new international students entering the university will sit a diagnostic language assessment. Using this assessment, the Language Centre may allocate you to an English language module which will become compulsory. This will replace any GCP modules. *NB:* students can take an EAP module only with the approval of the English Language Programme Director and are not able to take any other Language modules in the same academic year.

English Language Modules at Level 4:

- Business - ENL-90003 Academic English for Business Students (Part 1); ENL-90004 Academic English for Business Students (2)
- Science - ENL-90013 Academic English for Science Students
- General - ENL-90006 English for Academic Purposes 2; ENL-90001 English for Academic Purposes 3; ENL-90002 English for Academic Purposes 4

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/qa/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 draft writing and in-course assessments.
- Every student is allocated to an Academic Mentor who is responsible for reviewing and advising on students' academic progress in Creative Writing. Academic Mentors 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 a range of specialist health, welfare and financial services co-ordinated by the University's Student Services.
- Additional help with University level study skills is available from Student Services.
- Students for whom English is not their first language are offered language classes, facilities and services by the University's Language Centre. 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.
- All members of teaching staff on the Creative Writing Programme are available to see students during advertised weekly Advice and Feedback hours and at other times by appointment.

16. Learning Resources

Creative Writing is taught in modern teaching rooms across the University, almost all of which are equipped with computers, internet access and electronic 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 research materials relevant to undergraduate study held in the University Library. Built up over 50 years of delivering courses in English Literature at this level, these materials include books, journals, newspapers, and DVDs. 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, 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.

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

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

No additional tuition fees are payable for a single semester studying abroad but students do have to bear the costs of travelling to and from their destination university, accommodation, food and personal costs. Depending on the destination they are studying at additional costs may include visas, study permits, residence permits, and compulsory health checks. Students should expect the total costs of studying abroad to be greater than if they study in the UK, information is made available from the Global Education Team throughout the process, as costs will vary depending on destination.

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

Study Abroad (International Year)

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

Other opportunities

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

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

Enhanced Degree: With Language Competency/With Advanced Language Competency

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

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

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

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

18. Additional Costs

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

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

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 Revalidation 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:

a. UK Quality Code for Higher Education, Quality Assurance Agency for Higher Education:
http://www.qaa.ac.uk/quality-code
b. QAA Subject Benchmark Statement: https://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/subject-benchmark-statement-creative-writing.pdf?sfvrsn=2fe2cb81_4
c. Keele University Regulations and Guidance for Students and Staff: http://www.keele.ac.uk/regulations

21. Annex - International Year

BA (Hons) Creative Writing with International Year

International Year Programme
Students registered for this Single Honours programme may either be admitted for or apply to transfer during their period of study at Level 5 to the International Year option. Students accepted onto this option will have an extra year of study (the International Year) at an international partner institution after they have completed Year 2 (Level 5) at Keele. Students who successfully complete both the second year (Level 5) and the International Year will be permitted to progress to Level 6. Students who fail to satisfy the examiners in respect of the International Year will normally revert to the standard programme and progress to Level 6 on that basis. The failure will be recorded on the student's final transcript. Study at Level 4, Level 5 and Level 6 will be as per the main body of this document. The additional detail contained in this annex will pertain solely to students registered for the International Year option.

International Year Programme Aims

In addition to the programme aims specified in the main body of this document, the international year programme of study aims to provide students with:

1. Personal development as a student and a researcher with an appreciation of the international dimension of their subject
2. Experience of a different culture, academically, professionally and socially

Entry Requirements for the International Year

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

The criteria to be applied are:

- Academic Performance (an average of 55% across all modules in Semester 1 at Level 5 is normally required. Places on the International Year are then conditional on achieving an average mark of 55% across all Level 5 modules. Students with up to 15 credits of re-assessment who meet the 55% requirement may progress to the International Year. Where no Semester 1 marks have been awarded performance in 1st year marks and ongoing 2nd year assessments are taken into account)
- General Aptitude (to be demonstrated by application for study abroad, interview during the 2nd semester of year 2 (Level 5), and by recommendation of the student's Academic Mentor, 1st and 2nd year tutors and programme director)

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

Student Support

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

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

Learning Outcomes

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

1. Describe, discuss and reflect upon the cultural and international differences and similarities of different learning environments
2. Discuss the benefits and challenges of global citizenship and internationalisation
3. Explain how their perspective on their academic discipline has been influenced by locating it within an international setting.
4. ADD subject-specific ILOs

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

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

Regulations

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

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

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

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

Additional costs for the International Year

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

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

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

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

22. Annex - Work Placement Year

BA (Hons) Creative Writing with Work Placement Year

Work Placement Year summary

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

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

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

Work Placement Year Programme Aims

In addition to the programme aims specified in the main body of this document, the Work Placement Year aims to provide students with the opportunity to carry out a long-term, placement-based learning experience (minimum 30 weeks equivalent of full-time work) between Years 2 and 3 (Levels 5 and 6) of their degree programme.

Entry Requirements for the Work Placement Year

Admission to the Work Placement Year is subject to successful application, interview and references from appropriate staff. Students have the opportunity to apply directly for the 4-year 'with work placement year' degree programme, or to transfer onto the 4-year programme at the end of Year-1 and in Year-2 at the end of Semester 1. Students who are initially registered for the 4-year degree programme may transfer onto the 3-year degree programme at any point in time, prior to undertaking the year-long work placement. Students who fail to pass the work placement year, and those who fail to meet the minimum requirements of the work placement year module (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
- 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 afters placement has commenced, and then visit again (or conduct a telephone/video call tutorial) at around 15 weeks into the placement.
- Weekly supervision sessions will take place with the placement supervisor (or his/her nominee) throughout the duration of the placement.

Learning Outcomes

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

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

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

1. Presentation: Two thirds of the way through the academic year (June/July), students will complete a 15-20 minute presentation where they critically reflect on the activities/projects they have completed on placement so far, and on the skills they learnt/developed. The presentation will be presented to other students on the module - so that the whole cohort will increase their knowledge of careers available to Humanities students - and to the module convenor(s). This will also help to build connections between students for when they return to Keele for Level 6.
2. Portfolio: The Initial Placement Portfolio will be submitted at the beginning of the placement. It will comprise a personal SWOT analysis and Intended Learning Outcomes. The word count should be between 1,500 and 2,000 words.
   Students will use their initial placement experience to reflect on their employability skills and consider their own strengths, weaknesses, opportunities and threats (SWOT) in terms of their assessment of sector skill demands. The SWOT analysis will be used to create their Intended Placement Outcomes and planned activities aimed at strengthening the student's employability skills during the remainder of their placement and in the context of Continuing Professional Development. The action plan will be negotiated and agreed by the student, module convenor, and employer.
3. Final Placement Portfolio: The Final Placement Portfolio (of 3,000 words) comprises:
   - A selection of outputs (where appropriate) and a commentary explaining what the student's role was and what they have completed on placement (the commentary element should be 1,000 words)

Regulations

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

- Students undertaking the Work Placement Year must successfully complete the zero-credit rated 'ADD TITLE' module (ADD CODE)
- In order to ensure a high quality placement experience, each placement agency will sign up to a placement contract (analogous to a service level agreement).
- Once a student has been accepted by a placement organisation, the student will make a pre-placement visit and a member of staff identified within the placement contract will be assigned as the placement supervisor. The placement supervisor will be responsible for ensuring that the placement experience meets the agreed contract agreed with the University.
- The placement student will also sign up an agreement outlining his/her responsibilities in relation to the requirements of each organisation.

Students will be expected to behave professionally in terms of:

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

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

Additional costs for the Work Placement Year

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

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

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

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

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

Version History

This document

Date Approved: 14 February 2023

What's Changed

Optional module changes at Level 4 and 6

Previous documents

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