

## Programme Specification: Undergraduate

### For students starting in Academic Year 2023/24

#### 1. Course Summary

<b>Names of programme and award title(s)</b>	BA (Hons) Music Production BA (Hons) Music Production with International Year (see annex for details) BA (Hons) Music Production with Work Placement Year (see annex for details)
<b>Award type</b>	Combined Honours
<b>Mode of study</b>	Full-time
<b>Framework of Higher Education Qualification (FHEQ) level of final award</b>	Level 6
<b>Normal length of the programme</b>	3 years; 4 years with either the International Year or Placement Year between years 2 and 3
<b>Maximum period of registration</b>	The normal length as specified above plus 3 years
<b>Location of study</b>	Keele Campus
<b>Accreditation (if applicable)</b>	n/a
<b>Regulator</b>	Office for Students (OfS)
<b>Tuition Fees</b>	<p><b>UK students:</b></p> <p>Fee for 2023/24 is £9,250*</p> <p><b>International students:</b></p> <p>Fee for 2023/24 is £17,700** (if combined with a non-laboratory-based Principal Subject)</p> <p>or £18,800** (if combined with a laboratory-based Principal Subject or Music)</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/>

\*\* 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 Combined Honours programme?

Combined Honours degrees are degrees that are taken in two different subjects, resulting in an X and Y degree title. If you are taking a Combined Honours programme, these will be the two subjects you applied for. These are referred to as your Principal Subjects.

In a Combined Honours degree you must take at least 135 credits in each Principal Subject (270 credits in total), accrued over all three levels of study, with at least 45 credits at each level of study (Levels 4, 5 and 6) in each of two Principal Subjects (90 credits per year). The remaining available credits can be filled with modules from these subjects or other subjects entirely.

As a Combined Honours student you can choose to study just one subject in your final year of study, taking a minimum of 90 credits in this subject. This will result in an X with Y degree title.

NB: Students who study their two Principal subjects in humanities and/or social science subjects will be awarded the degree of Bachelor of Arts (with Honours) (BA Hons). All students who study a science Principal subject are candidates for the degree of Bachelor of Science (with Honours) (BSc Hons) irrespective of their second Principal subject.

## 3. Overview of the Programme

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

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

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

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

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

## 4. Aims of the programme

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

- acquire knowledge and in-depth understanding of the key issues (theoretical and applied), technologies and concepts in music production and sound design;
- prepare for interdisciplinary professional work and research in the areas related to music production and sound design; these may be in the music and other creative industries, the recording studio or academia;
- specialise in particular areas of musical and sound interest, building a professional profile and portfolio enhancing employability from L4 and throughout the programme;
- recognise the historical, theoretical, creative, practical and wider cultural dimensions of the fields of music production and sound design with a vision to decolonize traditional cultural and creative narratives;
- acquire research and scholarship skills to undertake independent research and to develop creative portfolios, academic dissertations, and solutions and critiques regarding music production and sound design;
- develop critical, analytical and problem based learning skills through a different array of teaching methods and creative assessments;
- develop students' communication, numeracy, time management, self management and professional

transferable skills;

- develop skills for team working needed in creative practice synergies, dialogues and collaborations between relevant fields such as music production, sound technology, sound design, computer science, business, media, and film.
- develop employability skills to prepare for future employment, either within or outside the music industry, via placement modules and/or placement year.

## 5. What you will learn

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

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

### Subject knowledge and understanding

Successful students will be able to:

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

### Subject specific skills

Successful students will be able to:

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

### Key or transferable skills (including employability skills)

Successful students will be able to:

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

### Keele Graduate attributes

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

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

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

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

## 7. Teaching Staff

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

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

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

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

## 8. What is the structure of the Programme?

The academic year runs from September to June and is divided into two semesters. The number of weeks of teaching will vary from programme to programme, but you can generally expect to attend scheduled teaching sessions between the end of September and mid-December, and from mid-January to 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	45	0	15	0	15
Level 5	45	0	15	0	15
Level 6	0	45	60	0	15

In year 3 there is the option to choose to specialise in one of your subjects, taking a minimum of 90 credits in this subject rather than taking modules from both subjects.

## Module Lists

### Level 4

Compulsory modules	Module Code	Credits	Period
Audio Fundamentals and Recording Techniques	MUS-10108	15	Semester 1
Sound for Moving Image	MDS-10025	15	Semester 2
Introduction to Music Production	MUS-10116	15	Semester 2

Optional modules	Module Code	Credits	Period
Music Programming and Automation	MUS-10110	15	Semester 1
Digital Video	MDS-10009	15	Semester 2
Sound and Society	MUS-10114	15	Semester 2

## Level 4 Module Rules

Music Production Combined Honours students must take three compulsory modules. These modules will complete 45 credits. You also need to take minimum 45 credits of modules in your other subject.

If you need more modules to reach the 120 credits needed to complete year 1 you can add other modules from the optional list provided and/or options from your other subject, or take part in the Global Challenge Pathways or Languages.

*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
Sound Design	MUS-20072	15	Semester 1
Live Sound and Studio Skills	MUS-20074	15	Semester 1
Digital Sampling	MUT-20014	15	Semester 2

Optional modules	Module Code	Credits	Period
The American South: US Summer School (Level 5)	LIB-20010	15	Semester 0
Creative Arts and Humanities in Society	LIB-20008	15	Semester 1
Work Placement for Humanities Students	ENG-20055	15	Semester 1-2
Teenage Dreams: Youth Subcultures in Fiction, Film and Theory	MDS-20024	15	Semester 2
Social Media and Society	MDS-20036	15	Semester 2
Creative Synergies: Designing Collaborative Projects	MUS-20076	15	Semester 2

## Level 5 Module Rules

Music Production Combined Honours students must take three compulsory modules. These three modules will complete the minimum number of 45 credits modules which you must take. You also need to take minimum 45 credits of modules in your other subject.

If you need more modules to reach the 120 credits needed to complete year 2 you can add other modules from the list of optional modules provided and/or options from your other subject, or take part in the Global Challenge Pathways.

### 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.

<p><b>Digital Futures</b></p>	<p>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.</p> <p>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.</p> <p><b>Level 4 Module: A digital life: challenges and opportunities (GCP-10005)</b></p> <p><b>Level 5 Module: Digital World - People, Spaces, and Data (GCP-20005)</b></p>
<p><b>Climate Change &amp; Sustainability</b></p>	<p>Through the Climate Change &amp; Sustainability pathway you will develop the skills, understanding and drive to become agents of change to tackle climate change and wider sustainability challenges.</p> <p>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.</p> <p><b>Level 4 Module: Climate Change and Sustainable Futures: Global Perspectives (GCP-10009)</b></p> <p><b>Level 5 Module: Climate Change and Sustainability: Action and Activism (GCP-20009)</b></p>
<p><b>Social Justice</b></p>	<p>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.</p> <p>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.</p> <p><b>Level 4 Module: Reflections on Social Injustices, Past and Present (GCP-10003)</b></p> <p><b>Level 5 Module: Strategic Interventions for Social Justice (GCP-20003)</b></p>

<p><b>Enterprise &amp; the Future of Work</b></p>	<p>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.</p> <p>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.</p> <p><b>Level 4 Module: Enterprise and the Future of Work (GCP-10007)</b></p> <p><b>Level 5 Module: Enterprise and the Future of Work: Collaborate to Innovate (GCP-20007)</b></p>
<p><b>Global Health Challenges</b></p>	<p>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.</p> <p>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.</p> <p><b>Level 4 Module: Key concepts and challenges in global health (GCP-10001)</b></p> <p><b>Level 5 Module: Using Evidence to Improve Global Health (GCP-20001)</b></p>



**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**

Optional modules	Module Code	Credits	Period
Podcast and Radio Production	MDS-30021	15	Semester 1
Commercial Sound Applications	MUT-30016	15	Semester 1
Work Placement for Humanities Final-Year Students	ENG-30088	15	Semester 1-2
Music Production and Sound Design Portfolio - ISP	MUS-30055	30	Semester 1-2
Dissertation - Research Project ISP	MUS-30059	30	Semester 1-2
Advanced Mixing and Mastering	MUS-30053	15	Semester 2
Say it loud! Music, sound and social change	MUS-30057	15	Semester 2

If you choose to specialise in this subject in your final year you will study the following modules:

Optional modules	Module Code	Credits	Period
Podcast and Radio Production	MDS-30021	15	Semester 1
Commercial Sound Applications	MUT-30016	15	Semester 1
Work Placement for Humanities Final-Year Students	ENG-30088	15	Semester 1-2
Music Production and Sound Design Portfolio - ISP	MUS-30055	30	Semester 1-2
Dissertation - Research Project ISP	MUS-30059	30	Semester 1-2
Advanced Mixing and Mastering	MUS-30053	15	Semester 2
Say it loud! Music, sound and social change	MUS-30057	15	Semester 2

## Level 6 Module Rules

You must take at least one ISP (Independent Study Project) in one of your two principal subjects.

Music Production Combined Honours students must take at least 45 credits from the list provided, and at least 30 of those must be the MUS/MUT coded modules, including the ISP.

You must complete a total of 120 credits in year 3 with any module from the list provided, or Global Challenge Pathways or Languages.

**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**

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 optional 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.

<b>Subject Knowledge and Understanding</b>	
<b>Learning Outcome</b>	<b>Module in which this is delivered</b>
Recognise basic core concepts, rules and physical measurements of acoustic phenomena and their representation in the digital domain.	Audio Fundamentals and Recording Techniques - MUS-10108 Digital Video - MDS-10009 Sound for Moving Image - MDS-10025 Introduction to Music Production - MUS-10116
Recognise and describe selected aesthetics and techniques of music and sound recording in its various genres, including multimedia.	Introduction to Music Production - MUS-10116 Sound for Moving Image - MDS-10025 Digital Video - MDS-10009 Audio Fundamentals and Recording Techniques - MUS-10108 Sound and Society - MUS-10114
Display basic technical proficiency for enabling technology for creative work in the digital audio and audio visual domain.	Sound for Moving Image - MDS-10025 Introduction to Music Production - MUS-10116 Sound and Society - MUS-10114 Music Programming and Automation - MUS-10110 Audio Fundamentals and Recording Techniques - MUS-10108 Digital Video - MDS-10009

<b>Subject Specific Skills</b>	
<b>Learning Outcome</b>	<b>Module in which this is delivered</b>
Apply technical programming and automation skills on specific tasks related to music production	Music Programming and Automation - MUS-10110 Introduction to Music Production - MUS-10116
Recognise and describe basic important cultural and aesthetic issues relating to sonic, media and film cultures around the world and throughout history	Sound and Society - MUS-10114
Recognise and demonstrate familiarity with a range of sonic cultures from non-western traditions, enabling students to gain a comparative understanding of sound in varying context	Sound and Society - MUS-10114

<b>Key or Transferable Skills (graduate attributes)</b>	
<b>Learning Outcome</b>	<b>Module in which this is delivered</b>
Find and make use of a range of bibliographic and specialised web-based resources.	All modules offered
Engage with complex processes in the context of Music Production and Sound Design, using specialised software, thus further enhancing IT skills.	All modules offered
Identify and summarise the main points in a variety of texts (both written and musical).	All modules offered
Make use of some basic theories and research skills in developing arguments and making judgements about specific issues.	All modules offered
Communicate appropriately both orally and in writing using relevant information and communication technologies, where appropriate.	All modules offered

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 optional 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.

<b>Subject Knowledge and Understanding</b>	
<b>Learning Outcome</b>	<b>Module in which this is delivered</b>
Explain and evaluate the properties and manipulation of sound and/or visual elements, in the context of creative practice.	Creative Synergies: Designing Collaborative Projects - MUS-20076 Digital Sampling - MUT-20014 Work Placement for Humanities Students - ENG-20055 Live Sound and Studio Skills - MUS-20074 Sound Design - MUS-20072
Critically engage with and evaluate cultural and aesthetic issues relating to global art, popular traditions and film.	Social Media and Society - MDS-20036 Creative Synergies: Designing Collaborative Projects - MUS-20076
Recognise and assess critically issues, methods, approaches, perspectives and debates concerning music research and interdisciplinary work.	Creative Synergies: Designing Collaborative Projects - MUS-20076 Work Placement for Humanities Students - ENG-20055

<b>Subject Specific Skills</b>	
<b>Learning Outcome</b>	<b>Module in which this is delivered</b>
Apply and evaluate a range of analytical skills and strategies to a variety of sonic art related practice	All compulsory modules
Apply community music skills in the workplace by giving them the opportunity of having a music placement work for credit.	Work Placement for Humanities Students - ENG-20055
recognise and critically assess issues, methods, approaches, perspectives, strategies, and debates concerning the creative industry and professional development.	Work Placement for Humanities Students - ENG-20055 Creative Synergies: Designing Collaborative Projects - MUS-20076
demonstrate knowledge and recollection of practical methods to carry out specific music production and post-production tasks using state-of-the-art tools and techniques; inside and outside the studio (studio recording and live sound)	Sound Design - MUS-20072 Live Sound and Studio Skills - MUS-20074 Creative Synergies: Designing Collaborative Projects - MUS-20076 Digital Sampling - MUT-20014

<b>Key or Transferable Skills (graduate attributes)</b>	
<b>Learning Outcome</b>	<b>Module in which this is delivered</b>
make decisions and plan actively in uncertain and unpredictable contexts while working on a collaborative project	Sound Design - MUS-20072 Creative Synergies: Designing Collaborative Projects - MUS-20076
evaluate and apply abstract ideas in resolving problems ethically	All modules offered
use information technology in undertaking research	All modules offered

## **Level 6**

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

optional 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.

<b>Subject Knowledge and Understanding</b>	
<b>Learning Outcome</b>	<b>Module in which this is delivered</b>
Critically assess and evaluate issues and theories relating to specialist areas within a diversity of music traditions.	Music Production and Sound Design Portfolio - ISP - MUS-30055 Dissertation - Research Project ISP - MUS-30059
Apply theories and methods of inquiry to aesthetics and techniques of technologically assisted creative work in its various genres.	Advanced Mixing and Mastering - MUS-30053 Say it loud! Music, sound and social change - MUS-30057 Dissertation - Research Project ISP - MUS-30059 Music Production and Sound Design Portfolio - ISP - MUS-30055 Commercial Sound Applications - MUT-30016
Understand theoretical and aesthetic systems and relate theory and practice to each other	Commercial Sound Applications - MUT-30016 Music Production and Sound Design Portfolio - ISP - MUS-30055 Dissertation - Research Project ISP - MUS-30059 Say it loud! Music, sound and social change - MUS-30057 Advanced Mixing and Mastering - MUS-30053
Engage with and evaluate pertinent issues in musical aesthetics and cultural theory.	Commercial Sound Applications - MUT-30016 Dissertation - Research Project ISP - MUS-30059 Say it loud! Music, sound and social change - MUS-30057

<b>Subject Specific Skills</b>	
<b>Learning Outcome</b>	<b>Module in which this is delivered</b>
Apply compositional creative solutions to given artistic challenges	Commercial Sound Applications - MUT-30016 Music Production and Sound Design Portfolio - ISP - MUS-30055 Advanced Mixing and Mastering - MUS-30053
Apply technical skills on specific advanced tools or tasks related to digital arts.	Commercial Sound Applications - MUT-30016 Music Production and Sound Design Portfolio - ISP - MUS-30055 Advanced Mixing and Mastering - MUS-30053
Engage with and evaluate pertinent issues and case studies in music-sound and conflict, protest and social change using cultural, political and ethnomusicological theories	Say it loud! Music, sound and social change - MUS-30057
demonstrate awareness of the issues of time management and resource constraints involved showcasing their work in the creative industries	Commercial Sound Applications - MUT-30016 Music Production and Sound Design Portfolio - ISP - MUS-30055 Advanced Mixing and Mastering - MUS-30053

<b>Key or Transferable Skills (graduate attributes)</b>	
<b>Learning Outcome</b>	<b>Module in which this is delivered</b>
Plan, research and produce a substantial piece of work in music research, music production or sound design	Music Production and Sound Design Portfolio - ISP - MUS-30055 Dissertation - Research Project ISP - MUS-30059
Make decisions and plan actively in uncertain and unpredictable contexts	All modules offered
Work productively as individuals and as a member of a group in both structured and unstructured contexts exercising initiative and personal responsibility.	All modules offered

## 9. Final and intermediate awards

<b>Honours Degree</b>	360 credits	You will require at least 120 credits at levels 4, 5 and 6  You must accumulate a minimum of 135 credits in each Principal Subject (270 credits in total), with at least 45 credits at each level of study (Levels 4, 5 and 6) in each of two Principal Subjects (90 credits per year). Your degree title will be 'subject X and subject Y'.  If you choose to study one Principal subject in your final year of study a minimum of 90 credits in that subject is required. Your degree title will be 'subject X with subject Y'.
<b>Diploma in Higher Education</b>	240 credits	You will require at least 120 credits at level 4 or higher and at least 120 credits at level 5 or higher
<b>Certificate in Higher Education</b>	120 credits	You will require at least 120 credits at level 4 or higher

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

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

## 10. How is the Programme Assessed?

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

- **Written coursework:** devised in consultation with the tutor, such as essays, commentaries, reports, blog entries, research projects and dissertations. Written coursework tests the quality and application of subject knowledge. In addition it allows students to demonstrate their ability to carry out basic

bibliographic research and to communicate their ideas effectively in writing in an appropriate scholarly style using appropriate systems of referencing.

- **Creative project work with accompanying reflective documentation** - for example a portfolio of creative work, plus a series of reflections on the work undertaken, i.e., its aims and methods, process and creative decisions.
- **On-line quizzes, tasks and challenges** to test engagement with issues discussed in lectures, seminars, tutorials and workshops.
- **Oral presentations** (e.g. posters, pitch projects, etc) assess students' subject knowledge and understanding, as well as their ability to communicate what they know orally and visually. When delivered by groups of students, they also test students' ability to work effectively as members of a team.
- **Demonstrations and simulations** to test studio-based modules. These seek to evaluate technical skills through the simulation of real-life sound design and production scenarios.
- **Independent Study Project**, including options to write a dissertation, or to present a music production and sound design portfolio. ISP's focus on a subject related to staff research expertise. Students work closely with their supervisor to produce independent work on an area of student choice.

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

## 11. Contact Time and Expected Workload

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

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

### Activity

	<b>Scheduled learning and teaching activities</b>	<b>Guided independent Study</b>	<b>Placements</b>
<b>Year 1 (Level 4)</b>	18%	82%	0%
<b>Year 2 (Level 5)</b>	17%	83%	0%
<b>Year 3 (Level 6)</b>	12%	88%	0%

## 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 tutors who are responsible for providing support for learning on the modules for which they are responsible.
  - Staff office hours (advertised weekly and by appointment) for one-to-one discussions on any aspect of the course, and email contact.
  - The Academic Mentor system which advises students on their academic progress and also act of a first point of contact for other issues, including pastoral support.
  - Induction meetings at the start of their studies.
  - Introductory lectures at the start of each semester.
  - Individual and detailed written feedback on all assessments.
  - A Student Handbook updated every year.
  - Music Production and Sound design website, KLE and TEAM platforms for information such as reading lists, teaching material, assessments.
  - Keele Music Forum events which include guest speakers, master classes, industry talks, career forums, among other relevant activities.
  - The University's Student Services provides specialist support, for example, to international students and students with disabilities and/or special educational needs.
  - Other support services such as Student Counseling.
  - University library stocks and e-journals and resources.
  - Opportunities and advice for Study Abroad.
  - 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.

## 16. Learning Resources

Our comprehensive studio facilities for sound recording, music production, computer music, audio-visual creative work, sound design, and music software development are housed in six separate areas, making Keele an extremely well resourced, as well as stimulating and productive, environment for study. Our studios are equipped with Macintosh-based workstations, and kept abreast with the development of modern technological tools. The practical work you will carry out involves skills that the music industry, as well as the media and entertainment industries in general, require at all levels. All lecture and labs are equipped with



professional studio loudspeaker monitors of the highest standard.

Our main site is the **Clock House**, which holds the lecture and seminar rooms, music practice rooms, staff offices, sound recording studios, music rehearsal room, music support and technical services office, equipment storage.

Our facilities include:

**The Garage** - Pool room and laboratory space; multiple Mac audio/video workstations, one surround playback system and multiple audio interfaces.

**Drummers Room** - Practice room for authorised students-drummers with in-house Yamaha drum-kit and space for storage of students' drum-kits.

**The Alcove** - pool room and studio space; 3 iMac workstations, surround sound workstations for audio/video editing and sound design; Genelec 5.1 monitoring.

**The Snowdome** - Compact studio with flexible monitoring (2.1 up to octophonic), large flatscreen MAC workstation for added monitoring flexibility. Great for composition, mixing, mastering and AV work. SSL Nucleus 2 DAW controller and with DANTE connectivity. Also equipped with a Focusrite RedNet audio interface box which can be used as a remote, multichannel recording device over the university's IP network.

**The Corner** - Singer user studio. 1 Mac workstation, large flat screen monitor and 5.1 monitoring system. Great for AV work, recording / surround mixing. This studio also displays our collection of World Music instruments and contains one of our biggest treasures, our Fairlight CMI.

**Tim Souster Studio and Live Room (Studio 5)** - Main Studio + Control Room: Large format inline analogue console with high quality outboard and patch bay & Recording studio live room with Disklavier piano, drum kit and bass / guitar rigs and a range of top synthesisers and microphones.

**The Annex** - New common room

## 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: Work Placement Year

The programme will avail itself of the existing work placement provision in the School of Humanities, but

they will also feature an optional placement year and additional opportunities to engage with industry and other external partners. Students will be well prepared for employment throughout the programme.

## 18. Additional Costs

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

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

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

## 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: Music (2019) [https://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/subject-benchmark-statement-music.pdf?sfvrsn=61e2cb81\\_4](https://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/subject-benchmark-statement-music.pdf?sfvrsn=61e2cb81_4)

c. Keele University Regulations and Guidance for Students and Staff: <http://www.keele.ac.uk/regulations>

## 21. Annex - International Year

### Music Production with International Year

Please note: in order to be eligible to take the International Year option your other subject must also offer this option. Please refer to the information published in the course document for your other subject.

## **International Year Programme**

Students registered for this Combined Honours programme may either be admitted for or apply to transfer during their period of study at Level 5 to the Combined Honours programme in both their principal subjects, providing that they meet the progression criteria outlined in this document. Students accepted onto the International Year programme will have an extra year of study 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 Combined Honours programme without the International Year and progress to Level 6 on that basis. The failure will be recorded on the student's final transcript.

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

## **International Year Programme Aims**

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

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

## **Entry Requirements for the International Year**

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

The criteria to be applied are:

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

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

## **Student Support**

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

- Phone or Skype conversations with Study Abroad tutors, 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.

Please note that students on Combined Honours programmes with International Year must meet the subject-specific learning outcomes for BOTH their principal subjects.

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

### **Course Regulations**

Students registered for the 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 to be studied on their return. Significant overlap with Level 5 modules previously studied should also be avoided.

### **Additional costs for the International Year**

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

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

Students 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**

### **Music Production with Work Placement Year**

#### **Work Placement Year summary**

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

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

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

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

### **Work Placement Year Programme Aims**

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

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

### **Entry Requirements for the Work Placement Year**

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

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

### **Student Support**

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

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

### **Learning Outcomes**

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

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

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

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

### **Regulations**

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

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

Students will be expected to behave professionally in terms of:

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

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

### **Additional costs for the Work Placement Year**

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

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

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

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

## **Version History**

### **This document**

**Date Approved:** 14 February 2023

### **Previous documents**

<b>Version No</b>	<b>Year</b>	<b>Owner</b>	<b>Date Approved</b>	<b>Summary of and rationale for changes</b>
1	2022/23	IORELLA MONTERO DIAZ	05 July 2022	