

**Course Specification template (AQD006)**

*The University’s course specification template has been developed to fulfil three main functions. It shall act:*

* *as a source of information for students and prospective students seeking an understanding of a course and as a basis for demonstrating how the opportunities for learning outlined achieve the intended course aims;*
* *to ensure that there is clarity concerning the aims and intended learning outcomes of the course for the University during the approval and periodic review processes;*
* *to provide information for external examiners, professional, statutory and regulatory bodies and employers regarding the skills, knowledge and transferable graduate attributes developed by the course;*
* ***there must be a separate course specification for each course (identified as a 'course' by having a route code) leading to an award.***

*Please complete the form using the drop-down menus and following the guidance notes provided. Also remember that these documents are external facing and should be written in language that is accessible to a variety of audiences.*

*NB: Any guidance text in blue should be removed before submission.*

*NB: Please take care to distinguish between* award *and* course*.*

|  |
| --- |
| Section One: ABOUT THE COURSE |
| 1a | Level of highest award *(according to FHEQ)* | *[click to select highest award]* |
| 1b | Title of award |  |
| 2 | First intake  | *State first available enrolment point (for courses with Foundation years this should be one year earlier than the actual)* |
| 3 | Possible Interim Awards | *[click to select highest award]* |  |
| *[click to select highest award]* |  |
| *[click to select highest award]* |  |
| *[click to select highest award]* |  |
| 4 | Awarding/validating institution | London Metropolitan University |
| 5a | Teaching institution(s) | *London Metropolitan University and/or name of Collaborative partner institution.*  |
| 5b | Additional information for Collaborative provision only | *Language of instruction:*  |
| *Type of arrangement (e.g. franchise or validated):*  |
| 6 | Total credit for course *(for highest award)* | *Choose an item.*  |
| 7 | School responsible | *[click to select School responsible]* |
| 8 | Pattern of attendance, Mode of Study, and length of course | Autumn start | Distance Learning/Full Time/Part Time *(delete as appropriate)*Length of course: *PT is normally twice the length of FT mode.* |
| Spring start | Distance Learning/Full Time/Part Time *(delete as appropriate)*Length of course: *PT is normally twice the length of FT mode.* |
| Other | Distance Learning/Full Time/Part Time *(delete as appropriate)*Length of course: *PT is normally twice the length of FT mode.* |
| 9 | About the course, its strategy towards teaching and learning and towards blended learning/e-learning.  |
| *In this section you should provide a few short paragraphs about the following:** *reflect upon the rationale for the course and what makes it distinctive, detail any course specific principles;*
* *explain how the course exemplifies the School/University strategy for learning, teaching and assessment;*
* *include details of access to learning resources and student support that will ensure student achievement;*
* *consider how the course responds to market demand and meets employability needs of the relevant sector.*

*NB: This section should be no longer than 1 side of A4 at a maximum.* The text should be phrased in the manner of “students will,,,”. |
| 10 | Course aims.  |
| *In this section you should detail the course* a*ims. These are broad statements of intent and should be written to show how the content of the course meets the aims.* |

|  |  |
| --- | --- |
| **11** | Course learning outcomes.  |
| *Learning outcomes are statements of what a student is expected* ***to understand*** *or* ***to be able to do*** *after completing the process of learning. Detail both the knowledge and the skills that the student should have developed by the end of the course. The learning outcomes should reflect the level of the qualification being awarded.* *As a guide there should be between 10-16 learning outcomes per UG course and 6-8 learning outcomes per PGDip or Masters course. One of those outcomes should be the University Learning Outcome:*Demonstrate confidence, resilience, ambition and creativity and will act as inclusive, collaborative and socially responsible practitioners/professionals in their discipline.  *When writing learning outcomes please consider and make reference to the FHEQ, QAA subject benchmark statements, PSRB guidelines, Bloom’s Taxonomy, and HEA guidance.*<https://www.heacademy.ac.uk/knowledge-hub/writing-learning-outcomes> |
| **12** | Describe the arrangements for promoting reflective learning/personal development planning (PDP) on this course |
| *In this section you should briefly describe the opportunities for self-reflection and PDP planning. This should be 200-300 words long.* |
| **13** | Teaching site(s) for course |
| *[click to select location]* | *Include other locations (including partner sites).* | *Include other locations (including partner sites).* |
| **14** | PSRB accreditations (where relevant) | *Insert full name of accrediting body and include latest review date. See also section 25 to include any course specific regulations related to PSRB’s*  |
| **15** | Exemptions from Professional Body examinations (where relevant) | *Insert full name of accrediting body, include latest review date and list the exemptions where applicable.*  |
| **16** | Principal QAA Subject Benchmark Statement  | *Please include details of the relevant subject benchmark statement found* [*here*](https://www.qaa.ac.uk/quality-code/subject-benchmark-statements)*:* |
| **17** | Other external reference points  | *Please include details of any additional reference points.*  |
| **18** | Admissions requirements, to be demonstrated through certificated or experiential learning  |
| *NOTE: Standard university admissions requirements to apply unless otherwise approved. Please note this should be no more than 300 words due to UCAS requirements.* ***This must match what was entered on the business case*.** |
| **19** | Details of organised work experience, work-based learning, placement, sandwich year or year abroad available during the course  |
| *Please provide a short statement about work experience, work-based learning, placements, sandwich years or study abroad options on the course. This should be approximately 300 words long and include details of the arrangements and benefits for students.* |
| **20** | Career, employability and opportunities for continuing professional development.  |
| *Comment briefly (approximately 300 words) on potential career and further study destinations and how the skills and abilities gained through the course contribute to employability and career development.* |
| **21** | Course assessment strategy |
| *In this section you should briefly describe the general course assessment strategy including:** *how assessment and feedback practices are informed by reflection, consideration of professional practice, and subject-specific and educational scholarship;*
* *how staff and students engage in dialogue to promote a shared understanding of the basis on which academic judgements are made;*
* *how students are provided with opportunities to develop an understanding of, and the necessary skills to demonstrate, good academic practice;*
* *how the volume, timing and nature of assessment enables students to demonstrate the extent to which they have achieved the intended learning outcomes;*
* *how formative assessment supports students in preparing for summative assessment;*
* *how feedback on assessment is timely, constructive and developmental;*
* *how processes for marking assessments and for moderating marks are clearly articulated and consistently operated by those involved in the assessment process.*

*This should be 300-400 words long.**Please consider the Education for Social Justice Framework in your assessments. Support can also be obtained from CPED and AQD.* |
| **22** | **Course Structure Diagram** |
| *NB: if you are using autumn semester only, please delete the boxes related to the spring semester. Also remove the Masters or UG level boxes if they are not applicable. If your delivery model is different e.g block delivery, you will need to record a teaching period. For courses being delivered by a collaborative partner, please liaise with the Academic Liaison Tutor.* |
| **Level Three Autumn Entry (Delete as appropriate)** |
| **Teaching Period** | **Module Code** | **Module Title** | **Status** | **Credits** | **Notes** *Eg. Detail pre-requisite; co-requisites; barred combinations; alternative cores.* | **Learning Outcomes Covered** |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| **Level Three Spring Entry (Delete as appropriate)** |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| **Level Four Autumn (Delete as appropriate)** |
| **Semester** | **Code** | **Title** | **Status** | **Credits** | **Notes** *Eg. Detail pre-requisite; co-requisites; barred combinations; alternative cores.* | **Learning Outcomes Covered** |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| **Level Four Spring Entry (Delete as appropriate)** |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| **Level Five Autumn Entry (Delete as appropriate)** |
| **Semester** | **Code** | **Title** | **Status** | **Credits** | **Notes** *Eg. Detail pre-requisite; co-requisites; barred combinations; alternative cores.* | **Learning Outcomes Covered** |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| **Level 5 Spring Entry (Delete as appropriate)** |
| **Semester** | **Code** | **Title** | **Status** | **Credits** | **Notes** *Eg. Detail pre-requisite; co-requisites; barred combinations; alternative cores.* | **Learning Outcomes Covered** |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| **Level Six Autumn Entry (Delete as appropriate)** |
| **Semester** | **Code** | **Title** | **Status** | **Credits** | **Notes** *Eg. Detail pre-requisite; co-requisites; barred combinations; alternative cores.* | **Learning Outcomes Covered** |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| **Level Six Spring Entry (Delete as appropriate)** |
| **Semester** | **Code** | **Title** | **Status** | **Credits** | **Notes** *Eg. Detail pre-requisite; co-requisites; barred combinations; alternative cores.* | **Learning Outcomes Covered** |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| **Level Seven Autumn Entry (Delete as appropriate)** |
| **Semester** | **Module Code** | **Module Title** | **Status** | **Credits** | **Notes** *Eg. Detail pre-requisite; co-requisites; barred combinations; alternative cores.* | **Learning Outcomes Covered** |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| **Level Seven Spring Entry (Delete as appropriate)** |
| **Semester** | **Code** | **Title** | **Status** | **Credits** | **Notes** *Eg. Detail pre-requisite; co-requisites; barred combinations; alternative cores.* | **Learning Outcomes Covered** |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| *[click to select teaching period]* |  |  | *[click to select module status]* | *[click to select credit rating]* |  |  |
| **23**  | **Part-time Structure** |
| *For part-time courses, please provide details of pattern of delivery of core and option modules and indicate default option modules that will be programmed if option modules are not selected by a student within the time limit.* |
| **24**  | **Which modules are required to be taken to gain specific/ interim awards?** |
| *Please specify if there are any combinations of modules that a student is required to take to gain either the highest level of award or one of the interim awards listed in section 3.*  |
| **25** | **Course Specific Regulation** |
| *Courses shall conform to both framework and University Academic Regulations. This section should be used:** *where a change to a course specific regulation has been requested and formally approved by the University.*
* *where requests have been made for PSRB accreditation purposes and not be purely determined by the course team.*
 |

|  |
| --- |
| **Section Four: OFFICIAL USE AND CODES** *– responsibility for completion is as indicated* |
| **26** | Course Leader at time of approval (school or Collaborative Partner) | *Please include course leader name at time of validation.*  |
| **27** | Course Validation Date (AQD) | *Please include date of validation* |
| **28** | Version Number (AQD) | *Please include version number*  |
| **29** | Revision date (specify cohort) (AQD) | *Please include date any modifications were approved.*  |
| **30** | (Systems Office) London Met course codes | *Please insert the course codes alongside the course titles.* |
| **31** | (Systems Office) Route codes | *Please insert the route codes alongside the course titles.* |
| **32** | (Planning Office) HECoS code | *Please include the HECoS code* |