Guidance for Completing Programme Specifications

<u>Documentation Management</u>

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GUIDANCE FOR COMPLETING PROGRAMME SPECIFICATIONS

These notes are designed to assist you in completing the programme specification proforma.

Should you have any queries, please contact the Quality Assurance Manager for your College.

Section		Guidance Note
1	Awarding institution	Brunel University London
2	Teaching institution	In addition to Brunel University London, add names of any other institutions contributing to the teaching or facilities for students.
6	Final award(s) and FHEQ level of award	Where there is a sandwich programme an award title for the full-time and sandwich awards eg BA(Hons) *award title* must be identified. Please note that it is not a requirement that the Award title matches the Programme title. FHEQ Level of Award: L7 for Masters-level awards including MEng awards. Level 6 Undergraduate Honours awards.
7	Programme title	For example, insert BA/BSc (*title*) – do not include (Hons) here, as this would indicate the award, rather than the programme title.
9	Normal length of programme (in months) for each mode of study.	
10	Maximum period of registration	Undergraduate: normal or standard duration plus 3 years Postgraduate: normal or standard duration plus 2 years up to a maximum of five years.
11	Variation to September start	Insert details.
12	Modes of study	Please include all relevant modes of study. For example, Full-time, Part-time, Distance Learning, Thick Sandwich, Thin Sandwich.
13	Modes of delivery	Please state whether: standard or block (on campus) distance learning, off campus (standard or block).
14	Intermediate awards and titles, and FHEQ level	If an award is not listed on the programme specification, it cannot be awarded by the University. Colleges will need to consider if there should be an alternative intermediate award if the placement has/has not been successfully completed (for Sandwich programmes). CertHE is FHEQ Level 4

Section		Guidance Note
		Dip HE is FHEQ Level 5 PGCert and PGDip are both FHEQ Level 7
15	UCAS code (undergraduate programmes only)	If UCAS code not known, contact Admissions Office for information.
16	JACS code	Current JACS codes can be found at https://www.hesa.ac.uk/content/view/1787/281/
17	Route code	A route code for new programmes will be provided by Quality Assurance following approval.
18	Relevant subject benchmark statements etc	The following benchmark statements must be referred to: **UG** QAA UK Quality Code for Higher Education which includes the English Framework for Higher Education Qualifications within Part A on Setting and Maintaining Academic Standards QAA Subject Benchmark Statement (Enter subject area) **PG** QAA UK Quality Code for Higher Education which includes the English Framework for Higher Education Qualifications within Part A on Setting and Maintaining Academic Standards QAA Subject Benchmark Statement (Enter subject area) If there is a sandwich programme option, or any other placement learning, please also include the following: Brunel Placement Learning Policy, as published under the 'Placements' section of the 'Managing Higher Education Provision with Others' page. Brunel University London 2030
19	Admission requirements	Do not include specific tariff requirements here. Provide link to relevant webpage which will provide up-to-date tariff requirements, eg Undergraduate: UG entry requirements Postgraduate: PGT entry requirements Include: Levels of English for non-native speakers as outlined on Brunel International's language requirements pages.
22	Further information about the programme…..	Insert link to relevant webpage/e-mail. It is advisable not to insert, for example, a programme leader's name.
23	Educational Aims	This should describe the overall educational aims of the programme and which will ultimately be reinforced by the learning outcomes.
24	Learning outcomes	Undergraduate Programmes a) Second column – insert abbreviation for relevant category of learning outcomes (see information in

Section		Guidance Note
		heading).
		b) In the third column, insert the description of learning outcomes, mapped to the relevant assessment/study or modular blocks in the right-hand columns.
		c) If codes are not known (ie before an approval event), these will be allocated at a later stage.
		Postgraduate Programmes
		a) Second column – insert abbreviation for relevant category of learning outcome (see information in heading).
		b) In the third column, insert the description of learning outcomes, mapped to the relevant modular/study/assessment block in the right-hand column.
		c) If codes are not known (ie before an approval event) these will be allocated at a later stage.
		Please note that where a learning outcome is evidenced through a <u>single</u> module/assessment block, that block will then become CORE.
24	Learning and teaching strategies and methods	This should describe the approach to learning and teaching that enable students to achieve the learning outcomes of the programme.
24	Summative assessment strategies and methods	This should describe the approach to assessment that will enable students to demonstrate learning outcomes.
25	Programme structure, progression and award requirements	a) Please note that codes will be allocated upon full approval.
		b) Please note that if the programme structure includes the use of assessment blocks, assessment block titles will appear on student transcripts and therefore need to be meaningful.
		c) Please indicate if the assessment is 'Core' – see explanatory notes at the beginning of section on pro-forma (insert link to relevant SR2/3 guidance).
		d) Note that there is a separate section for Level 2 Placements. This should only be completed for thick sandwich programmes and the section can be deleted where necessary. The specification will need to identify the contribution of the placement to the overall degree (see bottom of Level 2 placement section and bottom of Level 3 section). Delete this wording where necessary.
		e) Level 3 information will need to stipulate that Level 3 projects are 'Core' (see explanatory notes at beginning of section 25).

Section	Guidance Note
	Please note that the list of compulsory and available modules/blocks must be aligned to those listed in section 24.
	Include link to Senate Regulations