Text in red should be replaced with programme specific text. Text in italics should be deleted prior to publication of the Programme Specification.

Programme Specification

Title of programme: [Add academic year e.g. 2015-16]

This specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if s/he takes full advantage of the learning opportunities that are provided.

Awarding Institution	University of Southampton [or if joint award, also include name of other awarding body]
Teaching Institution	[insert either University of Southampton or name of partner organisation]
Mode of study	[full time/part time]
Duration in years	[standard length of programme + ' following standard progression for a FT student'. If programme PT only, put standard PT length + 'following standard progression for a PT student']
Accreditation details	[Insert professional/statutory body as necessary. Put 'Currently accredited by + PSRB name']
Final award	[name e.g. Bachelor of Arts (Honours)]
Name of award	[name e.g. History]
Interim Exit awards	[award names]
FHEQ level of final award	[insert level]
UCAS code	[insert as appropriate]
QAA Subject Benchmark or other external reference	[insert as appropriate]
Programme Lead	[name]
Date specification was written	[Enter date here]
Date Programme was validated	[Enter date here]
Date specification last updated	[Enter date here]

Programme Overview

[This will be used in the 'find a course' entry on the University website for marketing purposes]

Brief outline of the programme
Insert outline - maximum 2 paragraphs

Learning and teaching
Indicate how a range of teaching and learning methods are used, related to learning outcomes

Assessment
Indicate how a range of assessment methods are used to enable students to demonstrate the achievement of intended learning outcomes

Please note: As a research-led University, we undertake a continuous review of our programmes to ensure quality enhancement and to manage our resources. As a result, this programme may be revised during a student's period of registration; however, any revision will be balanced against the requirement that the student should receive the educational service expected. Please read our Disclaimer to see why, when and how changes may be made to a student's programme.

Programmes and major changes to programmes are approved through the University's programme validation process which is described in the University's Quality handbook.

Educational Aims of the Programme

[Please make sure that each bullet point follows logically from the introductory clause, making a complete sentence]

The aims of the programme are to:
Insert as appropriate

Programme Learning Outcomes

If the programme has interim exit qualifications, please list positively defined learning outcomes for each interim exit qualification.

Knowledge and Understanding

[Please make sure that each bullet point follows logically from the introductory clause, making a complete sentence. Please number learning outcomes, to enable these to be cross-referenced in the Learning outcomes and Assessment Mapping document template in the Appendix.

Having successfully completed this programme you will be able to demonstrate knowledge and understanding of:
Insert as appropriate

Teaching and Learning Methods
Insert as appropriate – using illustrations which will indicate how a range of teaching and learning methods are used, related to learning outcomes, and to recognise different learning styles

Assessment methods
Insert as appropriate – using illustrations which will indicate how a range of assessment methods are used, related to learning outcomes

Subject Specific Intellectual and Research Skills

[Please make sure that each bullet point follows logically from the introductory clause, making a complete sentence. Please number learning outcomes, to enable these to be cross-referenced in the Learning outcomes and Assessment Mapping document template in the Appendix]

Having successfully completed this programme you will be able to:
Insert as appropriate

Teaching and Learning Methods
Insert as appropriate – using illustrations which will indicate how a range of teaching and learning methods are used, related to learning outcomes, and to recognise different learning styles

Assessment methods
Insert as appropriate – using illustrations which will indicate how a range of assessment methods are used, related to learning outcomes

Transferable and Generic Skills

[Please make sure that each bullet point follows logically from the introductory clause, making a complete sentence. Please number learning outcomes, to enable these to be cross-referenced in the Learning outcomes and Assessment Mapping document template in the Appendix]

Having successfully completed this programme you will be able to:
Insert as appropriate

Teaching and Learning Methods
Insert as appropriate – using illustrations which will indicate how a range of teaching and learning methods are used, related to learning outcomes, and to recognise different learning styles

Assessment methods
Insert as appropriate – using illustrations which will indicate how a range of assessment methods are used, related to learning outcomes

Subject Specific Practical Skills (optional)

[Please make sure that each bullet point follows logically from the introductory clause, making a complete sentence. Please number learning outcomes, to enable these to be cross-referenced in the Learning outcomes and Assessment Mapping document template in the Appendix]

Having successfully completed this programme you will be able to:
Insert as appropriate

Disciplinary Specific Learning Outcomes (optional)

[Please make sure that each bullet point follows logically from the introductory clause, making a complete sentence]

Having successfully completed this programme you will be able to:
Insert as appropriate

Graduate Attributes *(optional)* *(not required for PG programmes)*

Graduate Attributes are the personal qualities, skills and understanding you can develop during your studies. They include but extend beyond your knowledge of an academic discipline and its technical proficiencies. Graduate Attributes are important because they equip you for the challenge of contributing to your chosen profession and may enable you to take a leading role in shaping the society in which you live.

We offer you the opportunity to develop these attributes through your successful engagement with the learning and teaching of your programme and your active participation in University life. The skills, knowledge and personal qualities that underpin the Graduate Attributes are supported by your discipline. As such, each attribute is enriched, made distinct and expressed through the variety of learning experiences you will experience. Your development of Graduate

Attributes presumes basic competencies on entry to the University.

Programme Structure
[This will be used in the 'find a course' entry on the University website for marketing purposes]

Typical course content
Insert one or two paragraphs to describe typical course content.

Include a statement about opportunities within the programme for students to exercise module choice (including opportunities to take Curriculum Innovation modules).

Special Features of the programme
Highlight where the programme includes special features such as field trips or study abroad. The following wording is suggested but can be modified by Faculties as required. 'This programme involves mandatory placements in years x and y. The placements are typically organised by the University/You will need to organise your own placement. If arranged by the University, placements will typically be with [add sector]'. Note if your Faculty already sends prospective students information about placements, include this as a numbered appendix to the programme specification and just add the relevant appendix number here.

Programme details
The programme…..

Insert diagram or schematic, to include credit structure

Indicate ways in which a flexible and inclusive approach to learning and teaching will enable any student who meets the entry requirements to access the curriculum and demonstrate achievement of all the intended learning outcomes, (The approach should minimise the need for individual alternations to be made for disabled students; however where reasonable individual adjustments are likely to be needed this should be specified)].

Additional Costs

Students are responsible for meeting the cost of essential textbooks, and of producing such essays, assignments, laboratory reports and dissertations as are required to fulfil the academic requirements for each programme of study. Costs that students registered for this programme typically also have to pay for are included in Appendix 2:

Progression Requirements
The programme follows the University's regulations for [Progression, Determination and Classification of Results : Undergraduate and Integrated Masters Programmes](#) and [Progression, Determination and Classification of Results: Standalone Masters Programmes](#) as set out in the University Calendar.

[This text may be amended only in cases where AQSC approval of exemption from University harmonised regulations has been granted

Intermediate exit points (where available)

For undergraduate programmes

You will be eligible for an interim exit award if you complete part of the programme but not all of it, as follows:

Qualification	Minimum overall credit in ECTS	Minimum ECTS required at level of award
Diploma of Higher Education	at least 120	45
Certificate of HE	at least 60	45

For PGT programmes

You will be eligible for an interim exit award if you complete part of the programme but not all of it, as follows:

Qualification	Minimum overall credit in ECTS	Minimum ECTS required at level of award
Postgraduate Diploma	at least 60	45
Postgraduate Certificate	at least 30	20

Support for student learning

There are facilities and services to support your learning some of which are accessible to students across the University and some of which will be geared more particularly to students in your particular Faculty or discipline area.

The University provides:

- library resources, including e-books, on-line journals and databases, which are comprehensive and up-to-date; together with assistance from Library staff to enable you to make the best use of these resources
- high speed access to online electronic learning resources on the Internet from dedicated PC Workstations onsite and from your own devices; laptops, smartphones and tablet PCs via the Eduroam wireless network. There is a wide range of application software available from the Student Public Workstations.
- computer accounts which will connect you to a number of learning technologies for example, the Blackboard virtual learning environment (which facilitates online learning and access to specific learning resources)
- standard ICT tools such as Email, secure filestore and calendars.
- access to key information through the MySouthampton Student Mobile Portal which delivers timetables, Module information, Locations, Tutor details, Library account, bus timetables etc. while you are on the move.
- IT support through a comprehensive website, telephone and online ticketed support and a dedicated helpdesk in the Hartley Library.
- Enabling Services offering support services and resources via a triage model to access crisis management, mental health support and counselling.
- assessment and support (including specialist IT support) facilities if you have a disability, long term health problem or Specific Learning Difficulty (e.g. dyslexia)
- the Student Services Centre (SSC) to assist you with a range of general enquiries including financial matters, accommodation, exams, graduation, student visas, ID cards
- Career Destinations, advising on job search, applications, interviews, paid work, volunteering and internship opportunities and getting the most out of your extra-curricular activities alongside your degree programme when writing your CV
- Other support that includes health services (GPs), chaplaincy (for all faiths) and 'out of hours' support for students in Halls (18.00-08.00)a Centre for Language Study, providing assistance in the development of English language and study skills for non-native speakers.

The Students' Union provides

- an academic student representation system, consisting of Course Representatives, Academic Presidents, Faculty Officers and the Vice-President Education; SUSU provides training and support for all these representatives, whose role is to represent students' views to the University.
- opportunities for extracurricular activities and volunteering
- an Advice Centre offering free and confidential advice including support if you need to make an academic appeal
- Support for student peer-to-peer groups, such as Nightline.

Associated with your programme you will be able to access:

- [list]
-

Methods for evaluating the quality of teaching and learning

You will have the opportunity to have your say on the quality of the programme in the following ways:

- Completing student evaluation questionnaires for each module of the programme
- Acting as a student representative on various committees, e.g. Staff: Student Liaison Committees, Faculty Programmes Committee OR providing comments to your student representative to feed back on your behalf.
- Serving as a student representative on Faculty Scrutiny Groups for programme validation
- Taking part in programme validation meetings by joining a panel of students to meet with the Faculty Scrutiny Group

The ways in which the quality of your programme is checked, both inside and outside the University, are:

- Regular module and programme reports which are monitored by the Faculty
- Programme validation, normally every five years.
- External examiners, who produce an annual report
- Professional body accreditation/inspection [delete if not applicable]
- A national Research Assessment Exercise (our research activity contributes directly to the quality of your learning experience)
- Institutional Review by the Quality Assurance Agency

Additional information may be added by faculties in this section – for example if there are additional quality measures in place in respect of professional placements, programmes operated overseas, etc.

Criteria for admission

The University's Admissions Policy applies equally to all programmes of study. The following are the typical entry criteria to be used for selecting candidates for admission. The University's approved equivalencies for the requirements listed below will also be acceptable.

Undergraduate programmes

Please include, besides GCE A level and GCSE requirements, any atypical qualifications which will be accepted

Qualification	Grades	Subjects required	Subjects not accepted	EPQ Alternative offer (if applicable)	Contextual Alternative offer (if applicable)
GCE A level					
GCSE					

Postgraduate programmes

Please include the typical Bachelor's and Master's requirements (deleting where not accepting), and any atypical qualifications which will be accepted (including professional qualifications)

Qualification	Grade/GPA	Subjects requirements	Specific requirements
Bachelor's degree			
Master's degree			

Mature applicants
Describe typical requirements

Recognition of Prior Learning (RPL)
The University has a **Recognition of Prior Learning Policy**
Indicate whether the programme is particularly designed to provide for admission through RPL and if so what arrangements apply

English Language Proficiency

[Faculties please choose from A, B, C or D from the following policy www.southampton.ac.uk/admissions-language and include the relevant box below. If you want to propose an English language level not described in the policy, please complete the table below using IELTS scores.

Overall	Reading	Writing	Speaking	Listening

Career Opportunities
[This will be used in the 'find a course' entry on the University website for marketing purposes]

Insert one or two paragraphs

External Examiner(s) for the programme

Name insert
Institution. insert

Students must not contact External Examiner(s) directly, and external examiners have been advised to refer any such communications back to the University. Students should raise any general queries about the assessment and examination process for the programme with their Course Representative, for consideration through Staff: Student Liaison Committee in the first instance, and Student representatives on Staff: Student Liaison Committees will have the opportunity to consider external examiners' reports as part of the University's quality assurance process.

External examiners do not have a direct role in determining results for individual students, and students wishing to discuss their own performance in assessment should contact their personal tutor in the first instance.

Please note: This specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if s/he takes full advantage of the learning opportunities that are provided. More detailed information can be found in the programme handbook (or other appropriate guide) or online at [give URL].

Appendix 1:

Learning outcomes and Assessment Mapping document template

[insert module codes and module titles and mark in each box where a learning outcome referenced in the programme specification may be demonstrated by successful completion of that module. The numbers A1 A2 B1 B2 etc refer back to the learning outcomes listed under Knowledge and Understanding, Subject Specific Intellectual and Research Skills, Transferable and Generic Skills and Subject Specific Practical Skills in the Programme Learning Outcomes section of this programme specification template.**].**

Module Code	Module Title	Knowledge and Understanding						Subject Specific Intellectual Skills			Transferable/Key Skills								
		A1	A2	A3	A4	A5	A6	B1	B2	B3	C1	C2	C3	C4	C5	C6	C7	C8	C9
MANG1001	Financial Accounting 1	•	•					•		•		•	•		•				

[insert module code, module title and assessment methods for each module. – add additional columns as required]

Module Code	Module Title	Coursework 1	Coursework 2	Exam
MANG1001	Financial Accounting 1	2 Stage book keeping assignment **10%**	Multiple choice test **10%**	2 hours. **80%**

Suggested Programme Structure Diagram

```
┌─────────────────────────────────────┐
│              PART I                  │
│                                      │
│              Core                    │
│           [list Modules]             │
│                                      │
│            Compulsory                │
│           [list modules]             │
│                                      │
│     Option from within the faculty   │
│   [list modules – where many modules are │
│   offered, list a selection to offer a flavour of │
│        the options available]        │
│                                      │
│    Option from outside the Faculty   │
│        (including CI modules)        │
│           [list modules]             │
│                                      │
│              PASS                    │
└─────────────────────────────────────┘
         ↓              →    ┌──────────────────────────────────┐
                             │ Certificate of Higher Education  │
                             └──────────────────────────────────┘
┌─────────────────────────────────────┐
│              PART II                 │
│                                      │
│              Core                    │
│           [list Modules]             │
│                                      │
│            Compulsory                │
│           [list modules]             │
│                                      │
│     Option from within the faculty   │
│   [list modules – where many modules are │
│   offered, list a selection to offer a flavour of │
│        the options available]        │
│                                      │
│    Option from outside the Faculty   │
│        (including CI modules)        │
│           [list modules]             │
│                                      │
│              PASS                    │
└─────────────────────────────────────┘
         ↓              →    ┌──────────────────────────────────┐
                             │  Diploma of Higher Education     │
                             └──────────────────────────────────┘
┌─────────────────────────────────────┐
│              PART III                │
│                                      │
│              Core                    │
│           [list Modules]             │
│                                      │
│            Compulsory                │
│           [list modules]             │
│                                      │
│     Option from within the faculty   │
│   [list modules – where many modules are │
│   offered, list a selection to offer a flavour of │
│        the options available]        │
│                                      │
│    Option from outside the Faculty   │
│        (including CI modules)        │
│           [list modules]             │
│                                      │
│              PASS                    │
└─────────────────────────────────────┘
         ↓
┌─────────────────────────────────────┐
│     Conferment of award/Graduation   │
└─────────────────────────────────────┘
```

Appendix 2:

Additional Costs

Students are responsible for meeting the cost of essential textbooks, and of producing such essays, assignments, laboratory reports and dissertations as are required to fulfil the academic requirements for each programme of study. In addition to this, students registered for this programme typically also have to pay for the items listed in the table below. [Faculties, please strip out any items that are not relevant to the programme. There are a couple of generic statements suggested by other Faculties in this column by way of examples. You don't have to use these but please ensure that anything you do say is accurate and the language is student friendly].

In some cases you'll be able to choose modules (which may have different costs associated with that module) which will change the overall cost of a programme to you. Details of such costs will be listed in the Module Profile. Please also ensure you read the section on additional costs in the University's Fees, Charges and Expenses Regulations in the University Calendar available at www.calendar.soton.ac.uk.

Main Item	Sub-section	PROGRAMME SPECIFIC COSTS
		In addition to the generic statement that has been added to all programme specifications, provide in the relevant section a general statement of programme specific costs which cover additional costs in the core compulsory modules and/or a general statement of any costs that are otherwise not related to a specific module – this will then form a "table of information" for each programme.
Approved Calculators		*Suggested generic statement:* Candidates may use calculators in the examination room only as specified by the University and as permitted by the rubric of individual examination papers. The University approved models are Casio FX-570 and Casio FX-85GT Plus. These may be purchased from any source and no longer need to carry the University logo.
Stationery		*Suggested generic statements:* You will be expected to provide your own day-to-day stationery items, e.g. pens, pencils, notebooks, etc). Any specialist stationery items will be specified under the Additional Costs tab of the relevant module profile.
Textbooks		*Suggested generic statement:* Where a module specifies core texts these should generally be available on the reserve list in the library. However due to demand, students may prefer to buy their own copies. These can be purchased from any source. Some modules suggest reading texts as **optional** background reading. The library may hold copies of such texts, or alternatively you may wish to purchase your own copies. Although not essential reading, you may benefit from the additional reading materials for the module.
Equipment and Materials Equipment	Art Equipment and Materials: Drawing paper; painting materials; sketchbooks	
	Art Equipment and Materials: Fabric, Thread, Wool	

Main Item	Sub-section	PROGRAMME SPECIFIC COSTS
		In addition to the generic statement that has been added to all programme specifications, provide in the relevant section a general statement of programme specific costs which cover additional costs in the core compulsory modules and/or a general statement of any costs that are otherwise not related to a specific module – this will then form a "table of information" for each programme.
	Design equipment and materials:	*FEE's suggested generic statement:* Standard construction/modelling materials will be provided where appropriate, unless otherwise specified in a module profile. For customisation of designs/models calling for material other than standard construction/ modelling materials, students will bear the costs of such alternatives.
	Excavation equipment and materials:	
	Field Equipment and Materials:	*FNES suggested generic statement:* A number of essential items will be provided to you e.g.: field notebook(s); compass-clinometer; geological hammer; steel tape measure; map case; pocket lens (x 10); safety helmet; safety goggles; bottle of dilute hydrochloric acid. If items provided are lost replacements can be purchased from: However, you will need provide yourselves with a ruler; a pair of compasses; set squares; protractor; pencils (including coloured); eraser; calculator, penknife. These can be purchased from any source.
	Laboratory Equipment and Materials:	
	Medical Equipment and Materials: Fobwatch; stethoscopes;	
	Music Equipment and Materials	*Humanities suggested generic statements:* Students taking music modules should be aware that they may need to cover the cost of accompanists for performance modules. Further additional costs may be incurred, typically these may include: replacement strings, reeds, repair of equipment, music scripts etc.
	Photography:	
	Recording Equipment:	
IT	Computer Discs	
	Software Licenses	
	Hardware	
Clothing	Lab Coats	
	Protective Clothing: Hard hat; safety boots; hi-viz vest/jackets;	
	Fieldcourse clothing:	*FNES suggested generic statement:* You will

Main Item	Sub-section	PROGRAMME SPECIFIC COSTS
		In addition to the generic statement that has been added to all programme specifications, provide in the relevant section a general statement of programme specific costs which cover additional costs in the core compulsory modules and/or a general statement of any costs that are otherwise not related to a specific module – this will then form a "table of information" for each programme.
		need to wear suitable clothing when attending fieldcourses, e.g. waterproofs, walking boots. You can purchase these from any source.
	Wet Suits?	
	Uniforms?	
Printing and Photocopying Costs		*Suggested generic statement:* In the majority of cases, coursework such as essays; projects; dissertations is likely to be submitted on line. However, there are some items where it is not possible to submit on line and students will be asked to provide a printed copy. A list of the University printing costs can be found here: [insert link to relevant page]. *In FNES:* All students will be given a printing allowance of £XX towards any additional printing costs. *In FSHMS:* For students undertaking modules with a high mathematical content, some assessed work will be submitted in handwritten hard copy format. Students are advised that they will need to bear the costs of the required stationery.
Fieldwork: logistical costs	Accommodation:	
	Insurance	
	Travel costs	
	Immunisation/vaccination costs	
	Other:	
Placements (including Study Abroad Programmes)	Accommodation	
	Insurance	
	Medical Insurance	
	Travel costs	
	Immunisation/vaccination costs	
	Disclosure and Barring Certificates or Clearance	
	Translation of birth certificates	
	Other	
Conference expenses	Accommodation	
	Travel	
Optional Visits (e.g. museums, galleries)		*Humanities suggested generic statement:* Some modules may include optional visits to a museum, galleries, etc. You will normally be expected to cover the cost of travel and admission, unless otherwise specified in the module profile.

Main Item	Sub-section	PROGRAMME SPECIFIC COSTS
	14	*In addition to the generic statement that has been added to all programme specifications, provide in the relevant section a general statement of programme specific costs which cover additional costs in the core compulsory modules and/or a general statement of any costs that are otherwise not related to a specific module – this will then form a "table of information" for each programme.*
Professional Exams		
Parking Costs		
Anything else not covered elsewhere		