

## Programme Specification

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### Film and English (with a Year Abroad) (2020-21)

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
Teaching Institution	University of Southampton
Mode of Study	Full-time
Duration in years	4
Accreditation details	None
Final award	Bachelor of Arts with Honours (BA (Hons))
Name of award	Film and English (with a Year Abroad)
Interim Exit awards	Certificate of Higher Education (CertHE) Diploma of Higher Education (DipHE)
FHEQ level of final award	Level 6
UCAS code	QW37
Programme code	5207
QAA Subject Benchmark or other external reference	Communication, Media, Film And Cultural Studies 2008, History 2007, Languages And Related Studies 2007, Philosophy 2007
Programme Lead	Shelley Cobb

## Programme Overview

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### Brief outline of the programme

Looking back to film's nineteenth-century origins and forward to today's innovations in digital technology, you will explore the role of cinema across different social, historical and cultural contexts. You will study a diverse range of filmmakers and influential movements, from Alfred Hitchcock to Pedro Almodóvar, and from German expressionism to contemporary US cinema. Film studies employs a multitude of interpretive tools, from sociological approaches to close textual analysis.

Our programmes build a series of key skills valued by employers, including interpersonal communication, organisation and time-management abilities, and also offer you the opportunity to conduct primary research in archives and libraries around the country. Other specific skills include writing and oral presentation skills. The Avenue Library houses a comprehensive, diverse collection of films, from around the world, with many more available at our Hartley and Winchester libraries. There is a thriving film culture both on and off campus, and the Students' Union has an active Film Society and an award-winning filmmaking society, Wessex Films.

Your contact hours will vary depending on your module/option choices. Full information about contact hours is provided in individual module profiles.

### Learning and teaching

A Film degree at Southampton offers you the wide and varied learning experience you should expect from a leading research university. We are committed to providing a relevant, modern and above all enjoyable experience which will ensure you graduate with the skills and understanding you need to start a career in any number of industries.

Led by academic staff, your teaching will allow you to engage with and contribute to the world-leading research carried out at Southampton as it happens. Our staff value your opinion and views: lectures are typically followed by a small group seminar which gives you the opportunity to explore ideas and themes that you feel are particularly relevant. You will find yourself challenged intellectually and exposed to new ideas, approaches and perspectives. Visiting speakers from international universities are a frequent part of our lecture series.

### Assessment

You will be assessed by more than simply essays and exams. Depending on the modules you choose, you will work in groups and teams; make presentations; submit group projects; undertake fieldwork; create portfolios and manage your own larger research projects such as dissertations. Your personal academic tutor will be available to provide regular and supportive advice, guidance and feedback on your progress.

## Special Features of the programme

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You have the opportunity to study abroad for either a semester or a full year as part of this programme. Students on the Year Abroad programme will spend Part Three of their programme at one of the Faculty's partner universities and will continue with Part Four of the curriculum upon return to Southampton in their fourth year. Students who choose to spend a semester abroad will do so in their second year and will continue their Part Two curriculum at the partner university, Part Three of the programme will be completed at Southampton.

All students intending to go abroad are required to take the HUMA2012 preparation module before their departure. For students wishing to go abroad for one semester they will normally complete HUMA2012 during Part One of their programme. For all other students going abroad for a full year they will complete HUM2012 during Part Two of their programme. All students who spend the year abroad are also required to complete HUMA3013 whilst they are away.

**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

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The aims of the programme are to:

- provide you with a high quality education in Film Studies, constituting up to 50% of a whole degree programme;
- provide you with the critical abilities and intellectual scope to meet the changing demands and intellectual challenges of the media industries specifically and the wider professional environment overall;
- offer challenging and diverse programmes which will produce graduates prepared for further academic work;

- provide coherent patterns of learning for a Film Studies component of a combined honours degree;
- ensure that the Film Studies component is progressive, consistent with the Film programme's research mission, and responsive to the changing intellectual expectations of students.

This provision is distinctive as part of combined studies programmes related to the English Department, the School of Modern Languages, History, and Philosophy. In the case of the combined honours degree programmes named below, the Film Studies component amounts to no more than 50% of the whole degree:

- Film and English;
- Film and History;
- Film and Philosophy;
- Film and French;
- Film and German; and
- Film and Spanish.

## Programme Learning Outcomes

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

### Knowledge and Understanding

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On successful completion of this programme you will have knowledge and understanding of:

- A1. historical and contemporary debates about national and international cinema
- A2. how the film-making industries are organised; the cultural, political, and economic contexts in which they operate; and their social significance.
- A3. how to engage critically in film studies
- A4. how to apply the skills and techniques studied during your degree to the benefit of industry and society.

### Teaching and Learning Methods

This programme aims to encourage you to participate fully in teaching and learning experiences, with most modules being taught either by lecture, screening, seminar and/or practical workshop. All classes will be supported by email and periodic face-to-face communication with tutors (tutorials).

You are encouraged to become involved in the processes of doing and reviewing rather than having to learn passively, particularly when you are acquiring knowledge that does not relate to developing a skill, for example appreciating the historical developments within a nation's cinema. Screenings and seminars complement lectures.

You will be helped to achieve the learning outcomes (A1-A4) by a broad range of learning and teaching experiences. These include lectures, screenings, seminars, workshops, oral presentations (both individual and group), individual and small group consultations, project work, and independent research and learning.

Integral to the learning environment are lectures, screenings, seminars and workshops. Lectures provide knowledge and instruction in method in a structured group situation. Seminars are often student-led and tend to be less formal. They are conducted according to a variety of formats but the emphasis is on eliciting your participation. Seminar discussion also varies in style, and will frequently require team work and promote interpersonal skills. Workshops usually focus on a practical activity, such as preparing a piece of writing. There is a clearly defined outcome and a process in which you personally have to participate.

Oral presentations are regarded as an integral aspect of the learning experience. Progression is built into the programme, developing you to take increasing amounts of responsibility. You will be asked at

various points to prepare presentations on your own or as member of a small group. You will be given advice in how to structure, improve and maximise your performance in such activities. By the final part you will be chairing discussions and leading groups.

Your development as an independent learner is central to this programme. At each part you will receive training in research project methods which will enable you to negotiate the learning environment with increasing confidence. You will develop your own sense of enquiry, and learn to frame your own investigations. Over time, you will devise different ways of tackling problems and finding solutions, managing and expanding the number of resources and techniques that you are able to handle in an appropriate and professional manner.

The use of information technology (IT) is increasingly important in all aspects of learning and teaching. You will be encouraged to develop a variety of IT skills in order to enhance your research and communicative competencies.

### **Assessment Methods**

A range of assessment methods is used in the programme. These include:

Essay (from 1,500 to 4,000 words in length)

Individual oral presentation

Group oral presentation

Book review

Reflective Log

Portfolio

Small practical project

Report

Dissertation of no more than 8,000 words

There is a great deal of variability in the pattern of assessment. Its wide range, and the order in which particular assessments occur within the programme, encourages everyone (regardless of which optional modules you choose) to develop a breadth of skills and experience.

The overall balance of the different types of assessment within your programme will ultimately depend upon which optional modules you choose. However, within the Film compulsory modules, the emphasis is primarily on coursework, usually of a written or practical nature. Although there are no closed-book examinations in Film, all assignments require you to produce work (either individually or as part of a group) within a specified time scale.

As the purpose of summative assessment (the marks from which count towards your award) is to test whether you are meeting learning outcomes, assessments will normally relate directly to the learning outcomes of an individual module. Assessed tasks are marked in accordance with published Faculty of Humanities' assessment criteria.

### **Subject Specific Intellectual and Research Skills**

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On successful completion of this programme you will be able to:

- B1. analyse, apply and critically evaluate various aspects of film theory
- B2. comment on the agenda and priorities of professional film-makers
- B3. demonstrate the ability to analyse and synthesise complex information and work with a variety of intellectual and professional processes

### **Teaching and Learning Methods**

Activities particularly designed to enhance your thinking skills are integrated into all elements of the programme's learning and teaching environment and you will be expected to engage with such activities. They include a range of problem-solving exercises, student-led seminar discussion, group projects, oral presentations and dissertation discussion with your supervisor. One-to-one tutorials with your tutor to discuss work are also designed to develop your thinking skills.

### **Assessment Methods**

The portfolio of assessment is designed to demonstrate the flexibility of your cognitive skills. For example, essays of different lengths, individual and group presentations, and the final-part dissertation will all enhance and assess your intellectual skills. Progression is built into the assessment scheme, which tests the development of your cognitive skills, moving from articulation of concepts through to synthesis and evaluation.

### **Transferable and Generic Skills**

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On successful completion of this programme you will be able to:

- C1. explore your own reflective capabilities in the context of independent learning and professional development
- C2. use computing & information technology to enhance a professional presentation of yourself and your work
- C3. work as part of a team, and keep a log and portfolio of individual and group progress
- C4. match a presentation to a number of disparate audiences
- C5. research and manage data
- C6. communicate effectively in writing
- C7. start developing your skills in decision-making, planning and organising, including self-management

### **Teaching and Learning Methods**

The programme is progressively structured to develop transferable skills and those of research (information retrieval), formal writing (essays) and public speaking (presentation) are all integrated in modules. Students rapidly develop highly developed skills in these areas. Skills of judgment and organization are essential for students being successful during their degree and after.

### **Assessment Methods**

Transferable skills are assessed primarily through essays and assessed presentations. Feedback provides comment on presentation as well as material, improving rhetorical skills of writing and speaking across their degree.

### **Subject Specific Practical Skills**

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On successful completion of this programme you will be able to:

- D1. locate, synthesise, evaluate and organise evidence as part of the process of addressing issues within film studies

### **Teaching and Learning Methods**

Fundamental to the programme is the progressively structured development of your subject specific practical key skills at parts 4, 5 and 6.

## Assessment Methods

The forms of assessment encourage students to develop information processing skills, particularly that of evaluation. These skills are developed across all modules and tested in assessment most clearly in a dissertation but in all essays, projects and assessed classroom presentations.

## Programme Structure

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Your course will be flexible to suit your personal aims and objectives. Within your degree there will be a wide range of modules related to our specialisms led by academics passionate about their research who want to engage you in their experience. You can choose subjects from beyond your degree to fashion the knowledge and experiences that you think will best help you in your future career. Each module has a home on our virtual learning environment which serves as a starting point to find out more about each subject and undertake independent research to develop your understanding to a greater depth.

The programme structure table is below:

Information about pre and co-requisites is included in individual module profiles.

Where optional modules have been specified, the following is an indicative list of available optional modules, which are subject to change each academic year. Please note in some instances modules have limited spaces available.

### Part I

Exit Award: Certificate of Higher Education

#### Part I Compulsory

Code	Module Title	ECTS	Type
FILM1001	Introduction to Film I: Hollywood	15	Compulsory

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#### Part I Optional

EITHER

FILM1002 - Introduction to Film II: European Cinema - 15 ECTS (30 CATS)

OR

FILM1027 - Introduction to Film: European Cinema - 7.5 ECTS (15 CATS)

Code	Module Title	ECTS	Type
ENGL1092	A Stranger Comes to Town: Introduction to Creative Writing	7.5	Optional
ENGL1093	English on the Move	7.5	Optional
HUMA1040	Humanities, the Human and the Non-Human	7.5	Optional
FILM1002	Introduction to Film II: European Cinema	15	Optional

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FILM1027	Introduction to Film: European Cinema	7.5	Optional
ENGL1080	Literary Transformations	7.5	Optional
ENGL1004	Poetic Language	7.5	Optional
PHIL1019	Puzzles about Art and Literature	7.5	Optional
ENGL1086	The Act of the Essay	7.5	Optional
ENGL1089	The Novel	7.5	Optional
ENGL1090	Theory & Criticism	7.5	Optional
ENGL1091	World Dramas	7.5	Optional

## Part II

Exit Award: Diploma of Higher Education

### Part II Compulsory

Code	Module Title	ECTS	Type
FILM2002	Early and Silent Cinema, 1895-1929	7.5	Compulsory

### Part II Core

Code	Module Title	ECTS	Type
HUMA2012	Study Abroad Preparation Module	0	Core

### Part II Optional

Code	Module Title	ECTS	Type
PHIL2001	Aesthetics	7.5	Optional
ENGL2101	African Worlds	7.5	Optional
FILM2023	Animation: Technology, Culture and Industry	7.5	Optional

ENGL2097	Arthurian Worlds	7.5	Optional
ENGL2075	Brief Encounters: Writing Short Stories	15	Optional
ENGL2027	Children's Literature	7.5	Optional
FILM2015	Contemporary British Cinema	7.5	Optional
ENGL2076	Creative Writing after Modernism	7.5	Optional
ENGL2107	Decolonising Modernity	15	Optional
FILM2028	Film Adaptation: Culture and Context	7.5	Optional
FILM2003	Film Noir: Exile Filmmakers and 1940s Hollywood	7.5	Optional
FILM2026	Film, Realism and Reality: representing the world, from revolution to the everyday	7.5	Optional
ENGL2091	From Black and White to Colour: A Screen History of Race, Gender and Sexuality in Post-War Britain	7.5	Optional
ENGL2052	Images of Women	7.5	Optional
ENGL2105	Introduction to Nineteenth-Century British Literature	15	Optional
ENGL2104	Modernisms	15	Optional
ENGL2080	Queens, Devils and Players in Early Modern England	15	Optional
ENGL2106	Rakes to Romantics	15	Optional
ENGL2078	Scriptwriting	7.5	Optional
ENGL2103	Sweatshops, Sex workers, and Asylum Seekers: World Literature and Visual Culture after Globalisation	7.5	Optional
FILM2027	Television Studies: Key Debates	7.5	Optional
ENGL2108	The Early Modern Body	7.5	Optional

HUMA2008	The Life and Afterlife of the Vikings	7.5	Optional
ENGL2094	Victorian Feelings	7.5	Optional
GERM2006	Vienna and Berlin: Society, Politics and Culture from 1890 to the Present	7.5	Optional
FILM2019	Women and Hollywood	7.5	Optional
ENGL2092	Women Writers Remixed ca. 1850-1915	7.5	Optional
ENGL2011	Women, Writing and Modernity, 1770-1830	7.5	Optional
FILM2020	World Cinema	7.5	Optional

### Part III

Students will spend the year abroad in a country where the chosen language is spoken, either as:

- studying on a University course
- on an approved work placement

During the year abroad students are required to complete a Year Abroad Report (HUMA3013). This is assessed on a pass/fail basis.

Code	Module Title	ECTS	Type
HUMA3013	Year Abroad Report Module for Humanities Students	0	Compulsory

### Part IV

Exit Award: Conferment of award/graduation

#### Part IV Compulsory

ENGL3016 - Dissertation - 15 ECTS (30 CATS)

OR

FILM3003 - Film Dissertation - 15 ECTS (30 CATS)

Code	Module Title	ECTS	Type
ENGL3016	English Dissertation	15	Compulsory
FILM3003	Film Dissertation	15	Compulsory
LANG3011	Seeing and being seen: Study Abroad re-entry	0	Compulsory

#### Part IV Optional

Code	Module Title	ECTS	Type
FILM3006	American Cinema Since 1965	7.5	Optional
ENGL3091	American dreams? Monetized bodies, terror, and trauma in American Drama	7.5	Optional
ENGL3097	Animal Forms: poetry and the non-human	7.5	Optional
FILM3022	Animation: Technology, culture, and industry	7.5	Optional
ENGL3049	Creative Writing in Schools	7.5	Optional
FILM3028	Crime TV: Technologies of Detection	7.5	Optional
ENGL3086	Eve and the Angels: Love, War, and the End of Epic in Milton's Paradise Lost	7.5	Optional
ENGL3015	Fantasy Film and Fiction	7.5	Optional
FILM3018	Framing the Past: Stardom, History and Heritage in the Cinema	7.5	Optional
ENGL3007	Holocaust Literature	15	Optional
FILM3024	Horror on Film	7.5	Optional
HUMA2013	How the Arts Work: a practical introduction to cultural economics	7.5	Optional
HUMA3009	Humanities Undergraduate Ambassador Scheme Yr 3	7.5	Optional
FILM3025	International Film Industry: Issues and Debates	7.5	Optional
ENGL3083	Inventing America	15	Optional
GERM3016	Language and the City	7.5	Optional
ENGL3089	Literatures of Islands and Oceans	7.5	Optional

ENGL3095	Medicine and Modernity: The Science and Literature of Life in the C19th	7.5	Optional
GERM3006	Minorities and Migrants: Exploring Multicultural Germany	7.5	Optional
FILM3012	Music in Film and Television	7.5	Optional
HUMA3011	Narrative Non-Fiction: The Interdisciplinary Art	15	Optional
ENGL3080	Representing Women, 1890-1939: New Women, New Possibilities, Old Maladies?	7.5	Optional
ENGL3100	Revolution and Romanticism: Literature of the 1790s	7.5	Optional
FILM3009	Science Fiction Film after 1973	7.5	Optional
ENGL3096	Shakespeare Then and Now	15	Optional
ENGL3099	The Historical Novel	7.5	Optional
ENGL3098	Utopias and Dystopias in Literature and Culture	15	Optional
ENGL3056	Victorian Bestsellers	15	Optional
FILM3038	Video Games in Context	7.5	Optional
ENGL3004	Writing the Novel	15	Optional

## 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: Postgraduate Master's Programmes\*](#) Any exemptions or variations to the University regulations, approved by AQSC are located in [\*section VI of the University Calendar\*](#).

## 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. Support includes daily Drop In at Highfield campus at 13.00 – 15.00 (Monday, Wednesday and Friday out of term-time) or via on-line chat on weekdays from 14.00 – 16.00. Arrangements can also be made for meetings via Skype.
- 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 and Employability services, 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 and in the local community, (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:

- feedback on your work to guide your development
- advice on option choices
- programme handbook
- module handbooks with descriptions of modules, their planned learning outcomes and assessment
- your own personal academic tutor. The director of programmes is also available for consultation
- high quality viewing facilities in lecture theatres, seminar rooms and libraries
- a comprehensive and continually updated video and DVD collection

## Methods for evaluating the quality of teaching and learning

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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, School Programmes Committee OR providing comments to your student representative to feedback 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.

Further details on the University's quality assurance processes are given in the [Quality Handbook](#).

## Career Opportunities

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You will find the key skills employers seek such as time management, problem solving, team work, deadline and project management, cultural awareness, working on initiative and independently, relationship building and analysis embedded in your learning. Above all, you will learn to communicate ideas and enthusiasm to a wide range of audiences in a way that is relevant and that they can understand.

The knowledge, skills, and critical ability we develop in Film Studies provides our students with a solid, versatile and well-respected degree in the Humanities which equips them for many types of employment. As well as entering professions such as teaching, the Civil Service and the police, or continuing into postgraduate study, many of our students seek employment in media and arts based careers, including film editing, journalism and production roles.

## External Examiner(s) for the programme

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Name: Belen Vidal - King's College London

Name: Dr Chloe Houston - University of Reading

Name: Professor Dale T Townshend - Manchester Metropolitan University

Name: Dr Tristan Hughes - University of Cardiff

Name: Professor Peter Morey - University of Birmingham

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 Academic 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 they take full advantage of the learning opportunities that are provided. More detailed information can be found in the programme handbook.

## Appendix 1:

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 also have to pay for:

### Additional Costs

Type	Details
Computer discs or USB drives	Students are expected to provide their own portable data storage device.
Hardware	It is advisable that students provide their own laptop or personal computer, although shared facilities are available across the University campus.
Placements (including Study Abroad Programmes)	Students on placement programmes can expect to cover costs for health and travel insurance, accommodation and living expenses; travel costs; visa costs. This will vary depending on which country you are travelling to. Specific details on what additional costs there will be are detailed in the individual module profiles.
Printing and Photocopying Costs	Where possible, 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: <a href="http://www.southampton.ac.uk/isolutions/students/printing/">http://www.southampton.ac.uk/isolutions/students/printing/</a>
Software Licenses	All software is provided
Stationery	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	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.

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](http://www.calendar.soton.ac.uk).