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

*Template last updated – June 2023*

Programme Specification

## Title of programme: *[Add academic year e.g. 2023-24]*

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.

|  |  |
| --- | --- |
| Awarding Institution | University of Southampton *[or if joint award, also include name of other awarding body]* |
| Teaching Institution  Mode of study  Duration in years | [insert either University of Southampton or name of partner organisation]  *[full time/part time]*  *[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]* |
| Programme code | *[insert Internal code]* |
| 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*

*Do not include information about the programme structure in this section as this is provided elsewhere in the programme specification.*

*Insert one or two paragraphs to describe typical programme content. Remember the student audience and use sentences such as:*

*You will have the opportunity...*

*You will undertake...*

*You will be expected to...*

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

##### 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.

## 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.*

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](http://www.calendar.soton.ac.uk/index.html) 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](http://www.southampton.ac.uk/quality/programmes_and_modules/index.page) which is described in the University’s [Quality handbook](http://www.southampton.ac.uk/quality/index.page).

## Educational Aims of the Programme

*[Please make sure that each 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 point follows logically from the introductory clause, making a complete sentence. Please number learning outcomes.*

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 point follows logically from the introductory clause, making a complete sentence*. *Please number learning outcomes.*

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 point follows logically from the introductory clause, making a complete sentence.* *Please number learning outcomes.*

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 point follows logically from the introductory clause, making a complete sentence. Please number learning outcomes.*

Having successfully completed this programme you will be able to:

*Insert as appropriate*

### Disciplinary Specific Learning Outcomes (optional)

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

Having successfully completed this programme you will be able to:

*Insert as appropriate*

## Programme Structure

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

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.

## [Programme Title]

### Part I

|  |  |  |  |
| --- | --- | --- | --- |
| Core |  |  |  |
| **[Module Code]** | **[Module Title]** | **[Credits -ECTS]** | **[Type e.g Core]** |
|  |  |  |  |
| Compulsory |  |  |  |
| **[Module Code]** | **[Module Title]** | **[Credits -ECTS]** | **[Type e.g Comp]** |
|  |  |  |  |
| Optional |  |  |  |
| **[Module Code]** | **[Module Title]** | **[Credits -ECTS]** | **[Type e.g Optional]** |
|  |  |  |  |

### Part II

|  |  |  |  |
| --- | --- | --- | --- |
| Core |  |  |  |
| **[Module Code]** | **[Module Title]** | **[Credits -ECTS]** | **[Type e.g Core]** |
|  |  |  |  |
| Compulsory |  |  |  |
| **[Module Code]** | **[Module Title]** | **[Credits -ECTS]** | **[Type e.g Comp]** |
|  |  |  |  |
| Optional |  | **[** |  |
| **[Module Code]** | **[Module Title]** | **[Credits -ECTS]** | **[Type e.g Optional]** |
|  |  |  |  |

### Part III

|  |  |  |  |
| --- | --- | --- | --- |
| Core |  |  |  |
| **[Module Code]** | **[Module Title]** | **[Credits -ECTS]** | **[Type e.g Core]** |
|  |  |  |  |
| Compulsory |  |  |  |
| **[Module Code]** | **[Module Title]** | **[Credits -ECTS]** | **[Type e.g Comp]** |
|  |  |  |  |
| Optional |  |  |  |
| **[Module Title]** | **[Module Code]** | **[Credits -ECTS]** | **[Type e.g Optional]** |
|  |  |  |  |

### 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).*

*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)].*

## Progression Requirements

The programme follows the University’s regulations for [***Progression, Determination and Classification of Results : Undergraduate and Integrated Masters Programmes***](http://www.southampton.ac.uk/assets/sharepoint/intranet/calendar/publicdocuments/Progression,%20Determination%20and%20Classification%20of%20Results%20-%20Undergraduate%20and%20Integrated%20Masters%20Programmes.pdf)or [***Progression, Determination and Classification of Results: Postgraduate Master’s Programmes***](http://www.southampton.ac.uk/assets/sharepoint/intranet/calendar/publicdocuments/Progression,%20Determination%20and%20Classification%20of%20Results%20-%20Postgraduate%20Master's%20Programmes.pdf)*.* Any exemptions or variations to the University regulations, approved by AQSC are located in [section VI of the University Calendar.](https://www.southampton.ac.uk/calendar/sectionvi/index.page)

### Intermediate exit points (where available)

*Insert text for undergraduate or PGT programmes, as applicable.*

## 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 School 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
* Careers 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](https://www.southampton.ac.uk/ml/cls/index.page), 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](http://southampton.nightline.ac.uk/).

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, School 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.

Further details on the University’s quality assurance processes are given in the [*Quality Handbook*.](http://www.southampton.ac.uk/quality/index.page)

## 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 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 takes full advantage of the learning opportunities that are provided. More detailed information can be found in the programme handbook.

# Appendix 1:

## 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 also have to pay for:

[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].

| **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. |
| T**extbooks** |  | *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 |  |
| 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 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. |
| **Professional Exams** |  |  |
| **Parking Costs** |  |  |
| **Anything else not covered elsewhere** |  |  |
|  |  |
|  |  |
|  |  |

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 [Section IV of the University Calendar.](https://www.southampton.ac.uk/calendar/sectioniv/index.page)