

## Programme Specification

**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 he/she passes the programme. More detailed information on the learning outcomes, content and teaching, learning and assessment methods of each module can be found in the programme handbook. The accuracy of the information contained in this specification is reviewed by the University and may be checked by the Quality Assurance Agency for Higher Education.

### (Humanities Programme) with a Placement Year

1. <b>Awarding Institution/Body</b>	University of Kent
2. <b>Teaching Institution</b>	University of Kent
3. <b>School responsible for management of the programme</b>	Cf. standard programme specification
4. <b>Teaching Site</b>	Cf. standard programme specification
5. <b>Mode of Delivery</b>	Cf. standard programme specification
6. <b>Programme accredited by</b>	Cf. standard programme specification
7. <b>Final Award</b>	The respective Programme Award (usually BA)
8. <b>Programme</b>	*Standard Programme Title* with a placement year
9. <b>UCAS Code (or other code)</b>	Codes would be as the respective programme
10. <b>Credits/ECTS Value</b>	480 (240 ECTS credits) with a Year Abroad or with a Placement year
11. <b>Study Level</b>	Undergraduate
12. <b>Relevant QAA subject benchmarking group(s)</b>	Cf. standard programme specification
13. <b>Date of creation/revision</b> ( <i>note that dates are necessary for version control</i> )	Revised September 2020
14. <b>Intended Start Date of Delivery of this Programme</b>	September 2020

#### 15. Educational Aims of the Programme

The programme aims to:

in addition to programme aims stated on the standard programme specification for the respective programme of studies:

1. Offer students the opportunity to apply to undertake a year's placement in industry whether at home or abroad, and to receive credits and a dedicated award for this achievement
2. Provide an opportunity to gain experience working in a professional environment.

3. Develop employment-related skills, including an understanding of how one relates to the structures and functions in an organisation.
4. Develop the qualities needed for employment in situations requiring the exercise of professionalism, independent thought, personal responsibility and decision-making.

### **16 Programme Outcomes**

The programme provides opportunities for students to develop and demonstrate knowledge and understanding, qualities, skills and other attributes in the following areas. The programme outcomes have references to the subject benchmarking statement.

For subject-specific skills and programme outcomes, please refer to the individual specifications of programmes offered by the Faculty of Humanities. These also include module maps which detail which skills are emphasised on which modules.

#### **A. Knowledge and Understanding of:**

1. The way that an employee can contribute to the organisation in which they work.

#### **Skills and Other Attributes**

##### **B. Intellectual Skills:**

1. Students will be able to apply some of the subject-specific skills specified for the programme from the perspective of their chosen employment sector.

##### **C. Subject-specific Skills:**

1. a broader perspective on the student's individual discipline
2. become aware of employment opportunities

##### **D. Transferable Skills:**

1. Students will have the opportunity to acquire aspects of the core subject areas from the perspective of their chosen employment sector.
2. The ability to work in a different cultural context.
3. Enhanced communication and interpersonal skills
4. Enhanced ability for self-management, focus, and project management, as required by the mastering of year in industry placement

#### **Teaching/learning and assessment methods and strategies used to enable outcomes to be achieved and demonstrated**

The Workplace Manager will be appropriately briefed and supported by the Faculty and its administrative and academic staff as necessary.

For information on which modules provide which skills, see the module mapping on the standard programme specification

## **17 Programme Structures and Requirements, Levels, Modules, Credits and Awards**

The following regulations exclusively detail the regulation applying to the placement year period of study spent abroad. Please refer to the individual programme specification within the Faculty of Humanities programme for the requirements, structures, and regulations of the individual programmes.

The programme is intended to be followed full-time over 4 years (one stage per year). However the credit system allows students to spread their learning over a longer period as part-time students, and as such the programme may be taken over 8 years.

Between Stages Two and Three, students take a Placement Year (Stage S). Stage S encompasses 120 credits, but the year will be taken as pass/fail and thus not calculated in the final degree result.

In Studies with a Placement Year, stages 1, 2 and 3 are taken at Kent, where students take one or more required modules. Required modules must be passed before a student progresses to the next year or stage of the programme. At its discretion the University allows for narrow failure in a small proportion of modules to be compensated by good performance in other modules or, in cases of documented illness or other mitigating circumstances, condoned. However, failure to attain the learning outcomes in core modules cannot be compensated or condoned.

The third year (Stage S) is spent at an organisation approved by the coordinator for the Placement Year. Stage S enables students to pursue work in a practical context by spending a full-time academic year at one or more of these organisations. Students make application to these organisations in consultation with the Placement Year Coordinator at Kent, ensuring that the programme aims and outcomes as specified in this document are met.

After successful completion of their placement, the student's degree will be designated as (programme) 'with a placement year'.

Should the student fail the Placement Year (Stage S), the student will be awarded the award BA (Hons) after successful completion of their final year.

In addition to these general regulations for Faculty programmes with a placement year, Schools may offer additional named programmes which also include a placement year as an integral component of their individual programme specification. In these cases, specific regulation for the admission to these programmes, and the weighting of the stage S may apply, which are different from the regulations contained in the present programme specifications. Any such regulations would be detailed in a respective approved programme specification for such a named programme.

## **18 Work-Based Learning**

**Disability Statement:** Where disabled students are due to undertake a work placement as part of this programme of study, a representative of the University will meet with the work placement provider in advance to ensure the provision of anticipatory and reasonable adjustments in line with legal requirements.

The BA with a Placement Year allows students the opportunity to work in their chosen employment sector on a professional module to enhance their professional skills and employability.

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- Students on the Placement Year programme take (120 credits) in the third year, and spend a year (minimum 24 weeks) working in an industrial or commercial or non-profit creative organisation setting, applying and enhancing the skills and techniques they have developed and studied in Stages 1 and 2 of their programme. The work they do is entirely under the direction of their Workplace Manager, but support is provided via a Placement Year Coordinator within the department. This support includes ensuring that the work they are being expected to do is such that they can meet the learning outcomes of the Placement Year.
- Students wishing to undertake the Placement Year programme are expected to find appropriate placement(s) but support will be provided to the student e.g. CV writing, interview skills practice) while they are seeking and securing the placement from the Placement Coordinator in each School as well as being able to access support from the University's Careers and Employability Service
- Assessment of the placement is Pass/Fail, based on passing two components:
  - Assessment by the Workplace Manager, covering the student's management capability and decision-making skills, the resourcefulness and creativity they have evidenced, their functional/technical skills and knowledge, written and oral communication skills, ability to work in a team and general reliability. This assessment is guided by the Placement Year Coordinator and moderated internally by the department.
  - Assessment of a 3,000 to 4,000 word reflective written report produced by the student through MyFolio for the Placement Year module. Guidance will be provided to all students on how to write a reflective report by the Placement Year Coordinator. This report is required to include:
    - A description of the organisation in which the placement took place, and the student's role(s) within it.
    - A personal development plan for the placement year including initial goal setting at the start of their placement year as part of this process.
    - A description of the various tasks undertaken during the placement. The training, both formal (courses) and informal (on the job), undertaken by student in the period plus any other learning experiences.
    - Any changes to the supervision or nature of the placement.
    - A discussion about the outcomes of the work, or other influential impacts on the placement.
    - Reflection on significant achievements and personal developments through the year.
- The Placement Year Coordinator normally makes at least two visits to the student during the year - the first near the start of the placement to check that integration into the workplace is proceeding and that the work being required of the student is appropriate, the second at a later stage to assist both the student and the organisation with the requirements of the assessment process. However, if the placement year is undertaken abroad, virtual meetings between the student and the Placement Year Coordinator may take place instead.

### 19 Support for Students and their Learning

Schools will nominate a dedicated Placement Coordinator (this may be at Board of Studies-level for multi-subject schools) who will offer academic and tutorial support to students on their placement year, who will review the student's progress, and who will – where appropriate in liaison with the respective Senior Tutor or other academic tutorial support officer – advise the student in case of failure during the placement period on how to recover any missing credit points.

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The Placement Year Coordinator will maintain e-mail contact with students; it is essential that students continue to access their Kent-email-account which will be the main way of communicating and supporting them while at their placement(s).

Briefing (and de-briefing) meetings are organised both at School level, and centrally by the University.

Students can also access advice from the University's Careers and Employability Service in relation to their placement year.

*Please refer to the individual programme specifications for the standard student support opportunities.*

## **20 Entry Profile**

The minimum age to study a degree programme at the university is normally at least 17 years old by 20 September in the year the course begins. There is no upper age limit.

### **20.1 Entry Route**

For fuller information, please refer to the University prospectus

There is no direct entry into the Humanities Programme with placement year at UCAS stage. Students apply for and register for any available programme within the Faculty of Humanities. Students registered for any undergraduate programme within the Faculty of Humanities will then be eligible to apply for transfer to the same programme 'with a placement year' after successful completion of Stage 1. - The programmes with a placement year can only be taken in conjunction with programmes which do not already include a period spent away from the university, either abroad or on placement/in industry.

The application and selection process is managed by the School responsible for the programme. Usually, students will require a Stage 1 average of 60 or above and a positive recommendation from Stage 1 tutors to be considered for the Placement year. There is no guaranteed acceptance. Successful transfer will be contingent upon:

1. The student finding appropriate placement(s) herself or himself
2. The internal application process, including an application statement and a CV
3. An average of 11.1 or higher at Stage 1 is normally required to transfer to the Placement Year scheme; also, references from the applicants' Stage 2 tutors may be sought in the selection process

While the above opportunities will be available to any student within the Faculty of Humanities, students intending to transfer to the programme with a placement year will need to avail themselves to the application and selection procedures managed by the Academic Schools or Boards of Subject. This programme is also available for students studying the standard programme on a part-time basis; the placement component would, however, require them to reregister as full-time students for the period spent on a placement.

### **20.2 What does this programme have to offer?**

- An excellent opportunity to enhance the study of a Humanities discipline through a placement year, which is accredited in the award of a degree "with a placement year" upon successful completion
- the opportunity to enhance employability and develop strong communication and interpersonal skills.

### **20.3 Personal Profile**

- a high level of personal and academic commitment
- a high level of skill in personal management

**21 Methods for Evaluating and Enhancing the Quality and Standards of Teaching and Learning**

Programmes with a placement year are reviewed and monitored alongside the standard versions of the same programme within the Faculty of Humanities. The Placement year programmes will also take account of feedback from Placement Year supervisors.

**21.1 Mechanisms for review and evaluation of teaching, learning, assessment, the curriculum and outcome standards**

- Student module evaluations
- Annual programme and module monitoring reports, see [www.kent.ac.uk/uelt/quality/code2001/annexe.html](http://www.kent.ac.uk/uelt/quality/code2001/annexe.html)
- External Examiners system, see [www.kent.ac.uk/uelt/quality/code2001/annexk.html](http://www.kent.ac.uk/uelt/quality/code2001/annexk.html)
- Periodic programme review, see [www.kent.ac.uk/uelt/quality/code2001/annexf.html](http://www.kent.ac.uk/uelt/quality/code2001/annexf.html)
- Annual staff appraisal
- Peer observation
- Quality Assurance Framework, see [www.kent.ac.uk/uelt/quality/code2001/code.html](http://www.kent.ac.uk/uelt/quality/code2001/code.html)
- QAA Institutional Review, see <http://www.qaa.ac.uk/InstitutionReports/types-of-review/IRENI/Pages/default.aspx>

**21.2 Committees with responsibility for monitoring and evaluating quality and standards**

- Staff/Student Liaison Committee
- School Learning and Teaching Committee
- Faculty Learning and Teaching Committee
- Faculty Board
- Learning and Teaching Board
- Programme Approval Sub-Committee
- Board of Examiners

**21.3 Mechanisms for gaining student feedback on the quality of teaching and their learning experience**

- Student module evaluations
- Staff/Student Liaison Committee
- Student rep system (School, Faculty and Institutional level)
- Annual NSS

**21.4 Staff Development priorities include:**

- PGCHE requirements
- ILT membership
- Annual appraisals
- Institutional Level Staff Development Programme

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- Academic Practice Provision (PGCHE, ATAP and other development opportunities)
- Professional body membership and requirements
- Programme team meetings
- Research seminars
- Conferences
- Study leave

### 22 Indicators of Quality and Standards

Please refer to the individual programme specifications for the Faculty of Humanities' portfolio.

#### 22.1 The following reference points were used in creating these specifications:

Please refer to the individual programme specifications for the Faculty of Humanities' portfolio.

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