

## Part 4

# Courses of study: aims, structure and other information for students

### 1 Documentation requirements

1.1 Each course of study approved or modified by our University will be governed by written statements available to students and to other relevant bodies. These statements will set out, as a minimum, the information listed below.

#### 1.2 The title of the course of study

The title of a course of study leading to an award will be simple and accurate; it will accord, as a description of course content, with the normal expectations of higher education bodies, relevant professional bodies, students and employers about the level of knowledge and skills to be expected from a person holding such a qualification.

#### 1.3 The award(s) to which the course leads

The award(s) to which the course leads must be among the existing awards of our University and the course must conform to the requirements for the award(s).

#### 1.4 The planned duration and mode of study of the course

##### (a) *General considerations*

The planned length of the course will be related to the minimum number of required credits as specified in the description of the award (see Part 1 of this Manual) and to the minimum and maximum periods within which a student must normally complete the course and the associated assessments ( see Part 3 of this Manual). For any mode of study the level of knowledge and skills required at the entry point, the curriculum, teaching arrangements, time available for students' private study and the length and nature of any supervised work experience will be designed to satisfy the requirements of the award.

(b) *Part-time study*

The duration of a course of study designed for students who are not studying full-time will in all cases be longer than the minimum duration of a full-time course for similarly qualified entrants.

1.5. Aims, objectives and learning outcomes of the course

- (a) A course of study will have stated aims, objectives and learning outcomes which the curriculum, structure, teaching methods and forms of assessment are designed to fulfil.
- (b) The aims will include the development, to the level required for the award, of a body of knowledge and skills appropriate to the field of study and reflecting academic developments in that field; these are *course-specific aims*.
- (c) The aims will also include our University's *general educational aims*: which form part of our University's Quality Criteria outlined in the *Quality Manual*.
- (d) The statement of objectives and learning outcomes will show how the course will fulfil the aims.

1.6 The curriculum and structure of the course

The curriculum for the course, like the title, will be appropriate to the aims of the course and to the level of the award. The structure will provide for the progression of the student from the level of knowledge and skills required at admission to the level required for the award.

1.7 Regulations on the admission of students to a course

The admission regulations describe the basis on which a student will be admitted to the beginning or to subsequent stages of the course of study.

1.8 Regulations on progression

Progression regulations set out the way(s) in which students progress through the course, and identify the elements that are compulsory, optional or alternative.

## 1.9 Regulations on assessment

The assessment regulations for a course of study state the basis on which students will be assessed for an award, relating the assessment requirements to our University's general educational aims and objectives, to the aims, objectives and learning outcomes of the course, to the standard of the award and to any special assessment requirements associated with the award.

## 2 **Language of instruction**

2.1 All courses of study shall normally be conducted and undertaken, and work submitted, in English, except where the assessment arrangements for the course specifically provide otherwise.

2.2 Exceptionally, and only where there is good reason, a course offered in collaboration with an overseas institution may be delivered and assessed in a foreign language. In these circumstances a range of additional approval criteria, as specified in our University's *Quality Manual*, must be checked at validation.