****

**Guidance on Writing Programme Specifications**

**Contents:**

1. **Introduction to Programme Specifications**
2. **General Principles**
3. **Guidance on creating a Programme Specification**

**Appendix A: Programme Specification template**

1. **Introduction to Programme Specifications**

Programme specifications are published for every programme that the University approves and delivers. They contain information on programme aims and intended learning outcomes, the modules that constitute each programme, alongside the criteria for progression for each part and the requirements to obtain the final award. Read in conjunction with module specifications, they represent a concise summary of the main features of a programme.

Programme specifications have several audiences. They are drawn to the attention of applicants via links in offer communications, and students are made aware of them via their programme or School handbooks and via links in the online Student Handbook. Programme specifications are also drawn to the attention of External Examiners and are widely used by School and Professional Services a reference point for the delivery, assessment, monitoring and review of the programme.

Programme specifications are created when new programmes are approved by the University and are subsequently reviewed by Schools on an annual basis. They are published online on behalf of Schools by the Programme Quality Teaching Partnerships Office in the Academic Registry and are available via the following link: <http://www.lboro.ac.uk/students/programme-specifications/>

General advice on the creation and update of programme specifications is available from the Programme Quality Teaching Partnerships Office. More specific guidance on writing aims, learning outcomes and programme content is available from the Centre for Academic Practice.

1. **General Principles**

The following principles should be followed when drafting programme specifications:

* Be aware of the various audiences for programme specifications and use appropriate, accessible language.
* Avoid use of a single programme specification to cover a suite of programmes as combined programme specifications tend to be difficult to read.
* Avoid repetition of General Regulations or reference to specific paragraphs in the General Regulations to avoid the need to update references if regulations are changed.
* Consider whether any detail would be better placed within module specifications or programme handbooks, e.g. deadlines, dissertation length, scholarship eligibility.
1. **Guidance on creating a Programme Specification**

The programme specification template is reproduced in Appendix A and is also available in the [Template Shop](http://www.lboro.ac.uk/admin/ar/templateshop/). The following guidance provides more detail on the information that should be included in each section of the template.

|  |
| --- |
| **Administrative Information** |
| **Title** | Insert title and main award of programme. Where there are separate programme specifications for different cohorts of the same programme use the convention: ‘BSc (Hons) XXXXX (2018 entry)’ |
| **Academic Year** | Academic year in which the programme specification will apply |
| **Awarding Body/Institution** | Normally Loughborough University |
| **Teaching institution (if different)** | Normally left blank. Only complete if programme is to be delivered on behalf of the University by another organisation |
| **Owning School/department** | School or department which administers the programme. Should mirror how programme is set up on LUSI. |
| **Details of accreditation by a professional statutory body** | Only include details of accreditation that is in place for the programme. Do not mention accreditation which is being sought and not yet formally confirmed. |
| **Final Award** | **UG programmes**: Include main award/s and any additional awards such as DIntS, DIS, and DPS using convention: ‘BSc X/BSc X+Dints/ BSc X+DPS’. **PG programmes**: Make clear whether students may enter on to the PG Diploma and/or PG Certificate or whether these are exit awards only.  |
| **Programme Title** | Approved title of programme  |
| **Programme Code** | Code will be entered by PQTP when specification is input. |
| **Length of Programme** | **UG Programmes:** * Note how long standard programme will take and how long it will take with placement year if permitted.
* Note when placement will take place, ie ABIC or ABICD only or ABIC/ABICD/ABCID

**PG Programmes:** May wish to indicate typical time taken to complete programme: ‘Typically: Full-time: one year; Part-time: two to four years’  |
| **UCAS Code** | **UG Programmes:** Available from Student Recruitment and Admissions**PG Programmes:** Leave blank as not applicable |
| **Admissions Criteria** | Leave blank. A permanent link to the relevant page in the UG or PG online prospectus will be added by the PQTP Office  |
| **Date at which specification was published** | Leave blank. Entered automatically when published.  |
| **Section 1** |
| **Programme Aims** | * Keep brief. Present up to six bullet points.
* Advice is available from the Centre for Academic Practice on appropriate aims. Avoid any claims which the School may be unable to deliver.
* Should be the aims for students or the organisation, not a mixture of both.
 |
| **Section 2** |
| **Relevant Subject Benchmark Statements…** | Reference relevant QAA subject benchmark statements that have been used. Do not reference internal documents.  |
| **Section 3** |
| **Programme Learning Outcomes** | * Present ILOs as a series of succinct bullet points (typically 20 to 30 per programme distributed evenly across the categories)
* The Centre for Academic Practice has prepared a helpful guide for use in the development of intended learning outcomes (ilos). *See Intended Learning Outcomes Guidance* in the [Template Shop](https://www.lboro.ac.uk/admin/ar/templateshop/)

* Number ILOs so that they can be cross referenced easily with curriculum maps. Use following convention:

Knowledge and Understanding = K1 etc Subject specific cognitive Skills = C1 etcSubject specific practical skills = P1 etc Key transferable skills = T1 etc* Each ILO should flow from the ‘On successful completion…’ introductory statements.
* Ensure that ILOs are set at the right level (eg level 7 for Masters programmes)
* **UG programmes:** Where a programme specification covers both a Bachelors and an Integrated Masters programme, indicate which ilos apply to each award. List ilos for the Bachelor’s degree and then additional ilos for the Master’s degree. Label each group of ilos accordingly ie:

- ‘For BEng programme’ - ‘Additional intended learning outcomes for MEng programme’* **PG programmes:** Where there are several exit awards available, the ilos for each should be made clear. For example, for PG awards where PG Dip and PG Cert entry routes are available set out the ilos for the PG Cert then indicate which additional ilos apply firstly for the PGDip and then for the Master’s award. Label each group of ilos accordingly ie:

- ‘For PGCert programme’- ‘Additional intended learning outcomes for PGDip programme’ - ‘Additional intended learning outcomes for Master’s programme’ |
| **Section 4** |
| **Programme Structure** | **Generally*** This section contains details of the modules that constitute a programme
* Refer to Compulsory modules rather than Core modules, and Optional modules rather than Option modules. Include key where abbreviations are used, eg C = Compulsory module; O = Optional module.
* Where a programme includes option modules, indicate how many modules/credits students must take and provide guidance on the permitted total credit weight for each semester, eg *Compulsory and optional modules must be taken such that the total modular weight for the year is 120 credits, with a minimum modular weight of 50 credits in either semester.*
* Where option modules are available, include statement: ‘All module choice is subject to availability, timetabling, student number restrictions and students having taken appropriate pre-requisite modules’
* Where a module is delivered over two semesters indicate after the title the number of credits to be delivered in each semester so that the credit weight distribution per semester is clear.

*eg 18CMA999 Core Skills (Sem 1: 10 credits; Sem 2: 10 credits)***UG Programmes*** Include following Sub-headings:

 ‘Introductory Modules’ before Part A and  ‘Degree Modules’ before Part B* For each Part, group modules by semester. For each semester, group compulsory modules and optional modules separately.
* Include a brief entry for Part I where appropriate and list module(s) which students will be registered on. Indicate the permitted pattern(s) of study for integrated Master’s students, ie whether ABICD only or whether there is a choice between ABICD and ABCID
* Include the structure to be taken by students who undertake a single semester abroad.

[*See BSc Sociology 2018/19 programme specification for example*](https://www.lboro.ac.uk/students/programme-specifications/2018/social-sciences/undergraduate/name-1038377-en.html) * For joint, major/minor or interdisciplinary programmes: provide guidance on the number of credits in each subject students will need to complete at each part to meet the minimum requirements in each subject for the award. May wish to group options by subject so that it is clear which subject they fall under.
* Where students are permitted to undertake modules from a different part, eg a Part C module at Part D, provide guidance on the minimum credit weight required at each level to ensure that the student meets the minimum requirements for the award.

**PG Programmes*** For programmes with PGDip and PGCert entry routes indicate which modules students should take to study for these awards.
* Where a part-time route is available indicate the order in which students will undertake modules and in which year.
* To reflect the fact that postgraduate taught students will continue to work on their dissertations/ projects over the summer insert a semester reference of ‘Summer’ or ‘Sem 2 + Summer’ or ‘Sem 1 + 2 + Summer’ as appropriate.
 |
| **Section 5** |
| **Criteria for Progression and Degree Award** | **Generally*** Do not repeat criteria which appear in Regulation XX or XXI.
* Only refer to reassessment in SAP where details are not already covered in Regulation XX or XXI.
* Avoid referring to specific paragraphs in either set of regulations.

**UG programmes** should contain the following sentence (amended as appropriate) for Bachelor’s or Master’s programmes: *‘In order to progress from Part A to Part B, (and) from Part B to Part C (and from Part C to Part D) and to be eligible for the award of an Honours degree, candidates must satisfy the minimum credit requirements set out in Regulation XX.’*Alternatively, where there are additional requirements beyond those in Regulation XX the sentence should read: *‘In order to progress from Part A to Part B, (and) from Part B to Part C (and from Part C to Part D) and to be eligible for the award of an Honours degree, candidates must not only satisfy the minimum credit requirements set out in Regulation XX but also...’*For integrated Master’s programmes include information on arrangements for students who fail to meet requirements for progression from Part A to Part B and from Part B to Part C eg:*Any candidate who fails to achieve the above criteria required for progression from Part A to Part B or Part B to Part C shall have the opportunity to repeat module assessments in accordance with the provisions of Regulation XX in order to progress to the subsequent Part.  Alternatively, a candidate may elect to enter Part B/C of the BEng degree programme in XXXX provided that the candidate has achieved the criteria for progression required for that programme.  Failure at re-assessment will not prejudice this permission to enter the BSc degree programme subsequently.*In addition, for Integrated Master’s programmes include requirements for a bachelor exit award at Part C or Part D, eg:*Any candidate who fails to achieve the criteria for progression from Part C to Part D shall have the opportunity to repeat module assessments in accordance with the provisions of Regulation XX in order to qualify to progress to Part D.  The Programme Board may, at its discretion, award the degree of BEng in XXXX to any candidate who has satisfied the requirements for that degree.  Failure at re-assessment will not prejudice the candidate’s eligibility for such an award.**Any candidate who fails to qualify for the award of the Extended Honours Degree in Part D may, at the discretion of the Examiners, be awarded a B.Eng in XXXXX with a classification based on the candidate’s performance in Parts B and C using modular weightings appropriate to the B.Eng Programme provided that an individual project is completed.* **PG Programmes** should contain the following sentence:*‘In order to be eligible for the award, candidates must not only satisfy the requirements of Regulation XXI’*Alternatively, where there are additional requirements beyond those in Regulation XXI the sentence should read:*‘In order to be eligible for the award, candidates must not only satisfy the requirements of Regulation XXI but also …’*Where there are PGCert and PGDip entry routes, the progression criteria should note the requirements for each.  |
| **Section 6** |
| **Relative Weighting of Parts of the Programme for the Purposes of Final Degree Classification** | **UG Programmes*:*** *Follow the format:* *Candidates' final degree classification will be determined on the basis of their performance in degree level Module Assessments in Parts B and C (OR FOR MDEGREES: (Parts, B, C and D), in accordance with the scheme set out in Regulation XX. The average percentage marks for each Part will be combined in the ratio Part B X : Part C X (OR FOR MDEGREES: (Part B X: Part C X: Part D X)) to determine the Programme Mark.***PG Programmes:** *Indicate ‘ Not applicable’ as this section is not relevant to PG programmes.*  |

**Appendix A**



**PROGRAMME SPECIFICATION TEMPLATE**

*Name of programme*

Academic Year:

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 full advantage is taken of the learning opportunities that are provided.

This specification applies to delivery of the programme in the Academic Year indicated above. Prospective students reviewing this information for a later year of study should be aware that these details are subject to change as outlined in our [Terms and Conditions of Study](http://www.lboro.ac.uk/study/apply/supporting/terms-conditions/).

This specification should be read in conjunction with:

• Reg XX for Undergraduate Awards (see [[University Regulations](http://www.lboro.ac.uk/governance/regulations/))](http://www.lboro.ac.uk/governance/regulations/)

• [Module Specifications](https://lucas.lboro.ac.uk/epublic/wp5015.main)

|  |  |
| --- | --- |
| Awarding body/institution | Loughborough University |
| Teaching institution (if different) |  |
| Owning School/Department |  |
| Details of accreditation by a professional/statutory body |  |
| Final award *(e.g .BA, MSc etc)* |  |
| Programme title |  |
| Programme code |  |
| Length of Programme |  |
| UCAS code |  |
| Admissions Criteria |  |
| Date at which the programme specification was published  |  |

**1. Programme Aims:**

**2. Relevant subject benchmark statements and other external reference points used to inform programme outcomes:**

**3. Programme Learning Outcomes**

**3.1 Knowledge and understanding**

*e.g. On successful completion of this programme, students should be able to demonstrate knowledge and understanding of…*

*K1 ...*

*K2*

*etc*

**3.2 Skills and other attributes:**

1. **Subject-specific cognitive skills**

*e.g. On successful completion of this programme, students should be able to…*

*C1 ...*

*C2*

*etc*

1. **Subject-specific practical skills**

*e.g. On successful completion of this programme, students should be able to…*

*P1 ...*

*P2*

*etc*

1. **Key transferable skills**

*e.g. On successful completion of this programme, students should be able to…*

*T1 ...*

*T2*

*etc*

**4. Programme structure**

*Where a programme includes optional modules, indicate how many modules/credits students must take and provide guidance on the permitted total credit weight for each semester, eg Compulsory and optional modules must be taken such that the total modular weight for the year is 120 credits, with a minimum modular weight of 50 in either semester.*

*List compulsory and optional modules in each Part by semester (Code, title, credits).*

**INTRODUCTORY MODULES**

**Part A**

**Semester 1 and 2**

**Compulsory modules** ( XX credits)

|  |  |  |
| --- | --- | --- |
| **Code** | **Title** | **Credits** |
| CMAXXX | *eg Core Skills (Sem 1: 10 credits; Sem 2: 10 credits)* | 20 |

**Semester 1**

**Compulsory modules** ( XX credits)

|  |  |  |
| --- | --- | --- |
| **Code** | **Title** | **Credits** |
|  |  |  |
|  |  |  |

**Optional modules** (Students should select modules totalling XX credits)

|  |  |  |
| --- | --- | --- |
| **Code** | **Title** | **Credits** |
|  |  |  |
|  |  |  |

**Semester 2**

**Compulsory modules** (XX credits)

|  |  |  |
| --- | --- | --- |
| **Code** | **Title** | **Credits** |
|  |  |  |
|  |  |  |

**Optional modules** (Students should select modules totalling XX credits)

|  |  |  |
| --- | --- | --- |
| **Code** | **Title** | **Credits** |
|  |  |  |
|  |  |  |

**DEGREE MODULES**

**Part B**

*As above*

**Part I**

(Example text) *Candidates will undertake an approved study placement leading to the Diploma in International Studies/Diploma in Industrial Studies/Diploma in Professional Studies in accordance with Regulation XI.*

|  |  |
| --- | --- |
| **Code** | **Title** |
| XXXXXX | XXXXXXX (for Diploma in International Studies) |
| XXXXXX | XXXXXXX (for Diploma in Industrial Studies) |
| XXXXXX | XXXXXXX (for Diploma in Professional Studies) |

**Part C**

*As above*

**Part D**

*As above*

**5. Criteria for Progression and Degree Award**

 In order to progress from Part A to Part B, from Part B to C, from C to D (if applicable) and to be eligible for the award of an Honours degree, candidates must not only satisfy the minimum credit requirements set out in Regulation XX or Regulation XI [*delete as appropriate*] but also obtain ………

**6. Relative Weighting of Parts of the Programme for the purposes of Final Degree Classification**

For Undergraduate Programmes only: Include following text:

*Candidates' final degree classification will be determined on the basis of their performance in degree level Module Assessments in Parts B and C (and D if applicable). The percentage mark for each Part will be combined in the ratio [complete as appropriate] to determine the final percentage mark.*