University Guidance for the Completion of Programme Specifications and Template for Programme Specifications

University of Strathclyde Glasgow

University of Strathclyde

**Guidance for the Completion of Programme
Specifications and Template for Programme Specifications**

The SFC has adopted the following minimum data set for programme specifications as agreed by the Scottish Advisory Committee on Credit and Access (SACCA) (HE/01/05, Annex A):

- awarding body/institution and status – plus teaching institution, if different;

- details of accreditation by professional or statutory body;

- name of final award and location in the Scottish Credit and Qualifications Framework (SCQF) – level and credit points;

- aims of the programme (this to be a broad general outline that can be maintained as an up to date statement with pointers to further details where appropriate);

- relevant subject benchmark statements and other external and internal reference points used to inform programme outcomes;

- programme outcomes; knowledge and understanding; skills and other attributes (this to be a broad outline of the key general and programme specific outcomes with pointers to the location of further details);

- teaching, learning and assessment strategies (this to be a short statement including any distinctive features and the mode of study, and to include pointers to the location of further details);

- programme structures and requirements, level, modules, credits and awards (a short statement about any particular/distinctive aspects of the structure but otherwise a pointer to the location of further details);

- admission requirements and the main opportunities for credit transfer into the programme, for example, an indication of whether or not HNQs are accepted with credit and pointers to further information;

- pointers to further study-progression routes and any major opportunities for credit transfer out of the programme; and

- the date at which the programme specification was written or revised.

It has also agreed the principle that programme specifications should be aimed at and meaningful to current and intending students.

SFC further agreed that the TQI website (now the UNISTATS site) will contain appropriate links to Programme Specifications held on each institutions own website.

Within Strathclyde, Programme Specifications are also seen as helpful tools for quality assurance and enhancement. Their preparation promotes discussion and reflection on new and existing programmes and ensures that there is a common understanding of the aims and intended learning outcomes for the programmes. They serve as reference points for course approval, monitoring and review. However, the final document must be comprehensible and useful to student users.

Producing a Programme Specification is an academic, rather than an administrative activity, and the exact content will be determined by the course team. The attached template is intended to ensure that the minimum data set has been produced for each course and that there is a level of consistency in style across the institution for those accessing these documents through the UNISTATS website. In line with the SACCA model it would be helpful if links were provided to relevant information elsewhere on the website or intranet, so that readers can access an increasing level of detail if required.

You are asked to provide the Governance, Management and Policy Team with a link to where your programme specification is stored on the intranet or web so that we can provide the required link from the UNISTATS website.

Programme title and name of final award
Degree title and name of final award.

Awarding institution
Default: University of Strathclyde.
If the programme leads to a joint award with another university or universities: Joint award of University of Strathclyde and University of X.

Teaching institution(s)
Default: University of Strathclyde.
If other organisations are involved in teaching, e.g. through validation agreements: University of Strathclyde and James Watt College of Further Education.

Credit and level definition of final award
This should be in the standard format of the Framework for Qualifications of Higher Education Institutions in Scotland, e.g. for an undergraduate honours programme: SCQF Level 10 (SHE Level 4), total 480 SCQF credits (= 240 ECTS credits), including minimum of 120 SCQF credits at Level 10 (SHE Level 4)

Credit and level definition(s) of any intermediate exit points
If intermediate exit awards are available, list each of these with the appropriate credit definition in the standard format, e.g. Certificate of HE: SCQF Level 7 (SHE Level1), total 120 SCQF credits (= 60 ECTS credits), including a minimum of 90 at Level 1.

Reference points for academic standards
This should always include Scottish Credit & Qualifications Framework, and may include: QAA Subject benchmark statement; relevant PSB statements, etc as appropriate.

Professional, statutory or regulatory body accreditation
If the course is accredited by a Professional or Statutory Body, provide general details here and a web link for further information.

Given the time-limited nature of accreditation do not include any definitive statement that the course is currently accredited. Instead say something like: This course was designed to meet the accreditation requirements of the Law Society. See 'web link' for current accreditation status.

Aims of the programme
A short indicative statement of the broad aims of the course as a whole, considering the final award. A link to more detailed information can be provided under 'Further information' below.

Learning outcomes of the programme (knowledge and understanding, skills and other attributes)
A short indicative statement of the broad intended learning outcomes of the course as a whole, considering the final award. A link to more detailed information can be provided under 'Further information' below.

Normal duration of the programme
Normal duration of study for the full course. Include notes regarding part-time study and distance learning.

Structure of the programme (including mode of study)
Concise statement of the structure of the course. A link to more detailed information can be provided under 'Further information' below.

Methods of assessment and learning and teaching approaches
A brief statement of the different types of assessment (both formative and summative) and the learning and teaching approaches used in the course.

Entry requirements (including opportunities for credit transfer into the Programme (i.e. from HNC, HND)
Concise statement of indicative entry requirements.

Pointers to further study-progression routes and any major opportunities for credit transfer out of the programme.
Brief statement of opportunities and/or provide links to the relevant pages on the contents management system.

Further information
Provide links to the relevant pages on the contents management system.

Date of production/revision
Date on which the Programme Specification was approved by Faculty Board of Study

Programme Specification	University of **Strathclyde**

Programme title and name of final award:
UCAS Code:
Awarding institution: University of Strathclyde
Teaching institution(s): University of Strathclyde
Credit and level definition of final award:
Credit and level definition(s) of any intermediate exit points:
Reference points for academic standards (i.e. subject benchmark statements):
Professional, statutory or regulatory body accreditation:
Aims of the programme:
Learning outcomes of the programme (knowledge and understanding, skills and other attributes):
Normal duration of the programme:
Structure of the programme (including mode of study):

Methods of assessment and learning and teaching approaches:
Entry requirements including opportunities for credit transfer into the Programme (i.e. from HNC, HND):
Pointers to further study-progression routes and any major opportunities for credit transfer out of the programme:
Further information:
Date of approval by the Faculty Board of Study: