

Title of Programme: Initial Year for Extended Degree in Creative Arts (HIC)

Programme Code: HICIYAR / HICIYFA / HICIYFAS / HICIYDA / HICIYDMD / HICIYDS /
HICIYMUS

For Collaborative: External Validation at Hertfordshire International College

Programme Specification

This programme specification is relevant to students entering:
23 September 2024

Associate Dean of School (Academic Quality Assurance):
Tony Rosella

Signature



A programme specification is a collection of key information about a programme of study (or course). It identifies the aims and learning outcomes of the programme, lists the modules that make up each stage (or year) of the programme, and the teaching, learning and assessment methods used by teaching staff. It also describes the structure of the programme, its progression requirements and any programme-specific regulations. This information is therefore useful to potential students to help them choose the right programme of study, to current students on the programme, and to staff teaching and administering the programme.

Summary of amendments to the programme:

Section	Amendment

If you have any queries regarding the changes please email AQO@herts.ac.uk

Programme Specification in Initial Year for Extended Degree in Creative Arts (HIC)

This programme specification (PS) is designed for prospective students, enrolled students, academic staff and potential employers. It provides a concise summary of the main features of the programme and the intended learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. More detailed information on the teaching, learning and assessment methods, learning outcomes and content for each module can be found in Definitive Module Documents (DMDs) and Module Guides.

Section 1

Awarding Institution/Body	University of Hertfordshire
Teaching Institution	Hertfordshire International College
University/partner campuses	College Lane, Hatfield
Programme accredited by	N/A
Final Qualification	N/A
All Final Award titles (Qualification and Subject)	N/A
FHEQ level of award	0

A. Programme Rationale

The partnership between the College and University of Hertfordshire facilitates the acquisition of an undergraduate degree by international students who, because of their previous educational experience, are not normally able to gain direct access to the University's degree courses. The pathway has therefore been developed to satisfy important pedagogical issues:

1. To ensure that international students have a dedicated period of time, in a familial and safe setting, to adjust to and acquire the skills to prepare for further studies within a western learning environment.
 2. To satisfy the University's quality protocols, which in turn are directed by the QAA Subject Benchmark requirements, for articulation purposes.
 3. Facilitate access to a pathway leading to a University degree award.
 4. Widen access and participation in higher education in line with the University's internationalisation agenda.
 5. Commit to the provision of best practice customer service and student experience for international students and thus add value to the University's award winning student lifestyle.
 6. Support the integrity of the University's QAA commitment by adopting and adapting the University's quality regime to form the basis of a robust, quality driven academic provision and administrative systems and processes.
 7. Assist in the diversification of the student body.
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B. Educational Aims of the Programme

Diversity and Inclusion

Our programmes are purposefully designed to enable all students to engage meaningfully with the curriculum by being accessible and representative. We will support students to shape their learning experience, removing barriers and enabling them to succeed. The curriculum explicitly includes multiple and representative perspectives, valuing collective identities and individual diversity. Learning, teaching and assessment activities help students to understand how they can enhance outcomes both for themselves and for others. All students belong to a learning community, and during their studies we really want to hear their voices, encourage them to listen to others, and express themselves.

The programme has been devised in accordance with the University's graduate attributes of programmes of study as set out in [UPR TL03](#).

Additionally this programme aims to:

- Prepare students, who would not normally be considered qualified, to an appropriate standard for entry into UH, School of Creative Arts, at NQF Level 4 of the prescribed undergraduate degree schemes.
- To endow each individual with an educational pathway that augments opportunities for professional employment and development in the creative arts sector at both a national and international level.
- Develop in students a fundamental knowledge that can demonstrate an understanding of the skills and appropriate techniques in creative arts so as to support their transfer into NQF Level 4 of the prescribed degree schemes.
- Develop in students an appreciation and desire to learn based on competent intellectual and practical skills building to a set of transferable skills that will support them in all aspects of their onward academic studies/careers and assist informed decision making.
- Ensure that students have attained the prescribed level of inter-disciplinary language competence described as Level B2 'Independent User' by the Council of Europe, see Common European Framework of Reference for languages: Learning, teaching assessment 2001, Council of Europe, CUP, Cambridge, p. 24, Table 1. Common Reference Levels: global scale.
- Ensure that graduates have attained the prescribed level of inter-disciplinary language competence to a minimum pass mark of 50% in the ACL accredited module Interactive Learning Skills and Communication, and therein a minimum 6.0 IELTS equivalent.

C. Intended Learning Outcomes

The programme provides opportunities for students to develop and demonstrate knowledge and understanding, skills and other attributes in the following areas. The programme outcomes are referenced to the QAA benchmark statements for Art and Design (December 2019) and the Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (2014) and relate to the typical student. Additionally, the SEEC Credit Level Descriptors for Further and Higher Education (2021) have been used as a guiding framework for curriculum design.

Knowledge and Understanding	Teaching and learning methods	Assessment strategy
A1 - Recall and explain the contextual and practical issues that inform contemporary creative art practice.	Acquisition of knowledge and understanding is through a combination of lectures, workshops, coursework and practical assignments at all levels of the programme.	Knowledge and understanding are assessed through a combination of unseen in-class tests, practical assignments and projects, essay and report assignments, oral presentations and examinations. The assessment strategy will include both individual and group work.
A2 - Recall and identify language related to art and design, film, music and media studio practice.	Throughout, the learner is encouraged to undertake independent study both to supplement and consolidate what is being taught/learnt and to broaden their individual knowledge and understanding of the subject.	
A3 - Recall and explain the study skills necessary for contemporary creative art practice in a Western education environment.		
A4 - Recall and explain what a business is and its internal and external functions – from securing external funding to measuring success within a business.		
A5 - Identify and explain the technologies appropriate to specific areas of creative art practice.		
Intellectual skills	Teaching and learning methods	Assessment strategy

<p>B1 - Make full use of library and College/University e-learning search (catalogue and bibliographic) resources.</p> <p>B2 - Apply basic research techniques to sourcing and selecting appropriate academic information.</p> <p>B3 - Integrate written, reading, visual and sonic skills to effect clear communication.</p> <p>B4 - Ability to analyse data and various modes of information using appropriate techniques.</p>	<p>Intellectual skills are developed through methods and strategies outlined in section A, above.</p> <p>Problem solving skills are further developed through in-course exercises and studio / laboratory work where applicable.</p> <p>Throughout, the learner is encouraged to develop intellectual skills further by independent study</p>	<p>Intellectual skills are assessed through group work, individual projects, essay and report assignments and through oral presentations.</p>
Practical skills	Teaching and learning methods	Assessment strategy
<p>C1 - Employ key communication skills appropriate to undergraduate study, inclusive of written, oral, reading, speaking, numerical, graphical and diagrammatic manipulation and presentation of information.</p> <p>C2 - Employ analytical skills and methodologies as a basis to further study.</p> <p>C3 - Ability to begin to engage critically with regard to the creative arts.</p> <p>C4 - Experiment with a range of materials, processes and techniques</p> <p>C5 - Demonstrate ability to develop ideas through to material outcomes in chosen media at a competent level.</p>	<p>Practical skills are developed through students undertaking individual and group coursework.</p> <p>Throughout, the learner is expected to consolidate their development of practical computing skills by use of computers available in the learning resources centre.</p>	<p>Practical skills are assessed through group-work, individual project, essay and report assignments and through oral presentations.</p>
Transferable skills	Teaching and learning methods	Assessment strategy
<p>D1- Select, read, digest, summarise and synthesise information material in a variety of forms, both qualitative and quantitative (text, numerical data and diagrammatic) and in an appropriate manner to identify and determine key facts/themes and relevancy.</p>	<p>Transferable skills are developed through the programme by workshops, group-work and individual coursework.</p>	<p>Transferable skills are assessed through individual and group oral presentations to assess both preparation and delivery, and assessed written assignments.</p>

D2 - Apply basic research and referencing techniques to all aspects of study, information collation, information presentation and formulation of academic opinion.

D3 - Embed the importance of self-study and reliance. This involves cultivating and developing a responsibility within each student to take cognizance for their own learning, initiative, effective time-management and self-discipline within the academic and professional environments.

D4 - Begin to develop a very good conceptual understanding and evaluation of the main aspects of the cognate area and the wider context.

D. Programme Structures, Features, Levels, Modules, and Credits

Entry is normally at Level 0 for EU and international students who hold the equivalent of a High School certificate.

Intake is normally in Semester A (September), Semester B (January) or Semester C (May).

Professional and Statutory Regulatory Bodies

N/A

Work-Based Learning, including Sandwich Programmes

N/A

Student Exchange programme

Incoming Exchange

N/A

Study Abroad

N/A

Programme Structure

The programme structure and progression information below (Table 1a and 1b) is provided for the Honours award. Any interim awards are identified in Table 1b. The Programme Learning Outcomes detailed above are developed and assessed through the constituent modules. Table 2 identifies where each learning outcome is assessed.

Table 1a Outline Programme Structure

Mode of study Full Time

Entry point Semester A, Semester B or Semester C (One-semester only)

Level 0 (Two Semesters)

Compulsory Modules Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Interactive Learning Skills and Communication	0FBS0001	15	English	30	70	0	A, B, C
Introduction to Media Technology	0FTC1041	15	English	0	100	0	A, B, C
Practical Study Skills	0FTC1036	30	English	0	100	0	A, B, C
Business Studies	0FBS0002	15	English	60	40	0	A, B, C
Introduction to Mass Communications	0FHE1020	15	English	0	100	0	A, B, C
Specialist Projects 1	0FTC1038	30	English	0	100	0	A, B, C

Final and interim awards available:

The programme provides the following final and interim awards:

No final award, grade transcript issued by HIC on request.

Programme-specific assessment regulations

The programme complies with the University's academic regulations (in particular, [UPR AS11](#), [UPR AS13](#) and [UPR AS14](#)).

Progression routes:

- All progression routes outlined below are currently valid; however available progression will be updated on an annual basis in accordance with changes in UH provision.
- Entry is to integrated Level 4 delivery.

Awards included in the Articulation Agreement:

Programme
BA (Hons) 3D Games Art and Design
BA (Hons) 2D Digital Animation
BA (Hons) 3D Animation and Visual Effects
BA (Hons) Architecture
BA (Hons) Digital Media Design – <i>Course withdrawn from September 2024</i>
BA (Hons) Fashion and Fashion Business
BA (Hons) Film and Television Production
BA (Hons) Graphic Design
BA (Hons) Graphic Design: Advertising and Branding
BA (Hons) Illustration
BA (Hons) Interior Architecture and Design
BA (Hons) Model Design (Character and Creative Effects) – <i>Course withdrawn from September 2024</i>
BA (Hons) Model Design (Model Effects) – <i>Course withdrawn from September 2024</i>

BA (Hons) Model Design (Special Effects) – <i>Course withdrawn from September 2024</i>
BA (Hons) Comics and Concept Art
BSc (Hons) Audio Recording and Production <i>will be BSc (Hons) Audio Engineering in September 2024</i>
BSc (Hons) Live Sound and Lighting Technology <i>will be BSc (Hons) Live Sound, Lighting and Performance Technology in September 2024</i>
BSc (Hons) Music Production <i>will be BSc (Hons) Music Production and Promotion in September 2024</i>
BSc (Hons) Songwriting and Music Production <i>will be BSc (Hons) Songwriting and Artist Development in September 2024</i>
BSc (Hons) Music Composition and Technology for Film and Games <i>will be BSc (Hons) Music Composition and Sound for Film and Games in September 2024</i>
BA (Hons) Model Design and Special Effects – <i>new from September 2024</i>
BA (Hons) Character and Creative Effects – <i>new from September 2024</i>
BA (Hons) Creative Media Arts – <i>new from September 2024</i>
BSc (Hons) Creative Media Technology – <i>new from September 2024</i>

c) For students wishing to progress onto the following Animation Pathways (level 4 integrated)

- BA (Hons) 3D Games Art and Design
- BA (Hons) 2D Digital Animation
- BA (Hons) 3D Animation and Visual Effects
- BA (Hons) Comics and Concept Art

Students are required to achieve an average of at least 80% (aggregate) in 0FTC1036 – Practical Study Skills, 0FTC1038 – Specialist Projects 1 and 0FTC1041- Introduction to Media Technology.

For some of the modules listed above that include student presentations, video recordings of these presentations will be made for moderation purposes.

These recordings will be managed in accordance with Navitas' Data Protection & Privacy Policies.

We will share the videos with internal moderators at HIC and external moderators at the University of Hertfordshire securely and destroy these in accordance with our Records Management, Retention and Disposal Policy.

Should you have any questions around this process and privacy please contact privacy@navitas.com.

E. Management of Programme & Support for student learning.

Management

The programme is managed and administered through:

- A Head of Teaching and Learning to help students understand the course / programme structure
- The Programme Leader, who is responsible for advising students on the programme as a whole and chairing the programme committee
- Student Representatives on the College Learning and Teaching Board
- A designated Academic Services Coordinator / Academic and Student Services Officer
- Module Leaders
- A designated administrative team to deal with day-to-day administration associated with the modules within the programme.

Support

- At UH, Students are supported by:
- An induction week at the beginning of each new academic session.
- Overseas Orientation
- You will have a Personal Tutor who will be an important point of contact, able to help you gain a good understanding of the School and programme you are studying.
- A substantial Student Centre that provides advice on issues such as finance, University regulations, legal matters, accommodation, international student support, etc
- Office of Dean of Students, Student Wellbeing (incorporating Counselling, Mental Health and Disability Support), Chaplaincy, and Day Nursery
- StudyNet a versatile on-line inter-active intranet and learning environment
- Guided student-centred learning on StudyNet module sites
- Access to extensive digital and print collections of information resources
- Attractive modern study environments in 2 Learning Resources Centres
- Student Success Hubs, which include a Mathematics Drop-in Centre
- Medical Centre
- University Disability Advisors
- Careers and Employment
- Hertfordshire Student's Union
- Dedicated programme site

At HIC, students are supported by:

- An induction week at the beginning of each academic semester
- Module tutors to provide academic support
- A Manager of Academic Services / Manager of Student Services to provide pastoral support and confidential academic and welfare advice
- A College Services Team that provides advice on issues such as finance, accommodation, well-being, welfare, international student support, etc.
- A Collaborative Partnership Leader (CPL) who is the link between the Creative Arts School and HIC and helps to ensure that students have a seamless transition to the Creative Arts School.
- Academic Services Officers to deal with day-to-day administration associated with the modules within the programme

F. Other sources of information

In addition to this Programme Specification, the University publishes guidance to registered students on the programme and its constituent modules:

- A Programme (or Student) Handbook;
- A Definitive Module Document (DMD) for each constituent module;
- A Module Guide for each constituent module.
- A dedicated programme site

The [Ask Herts](#) website provides information on a wide range of resources and services available at the University of Hertfordshire including academic support, accommodation, fees, funding, visas, wellbeing services and student societies.

As a condition of registration, all students of the University of Hertfordshire are required to comply with the University's rules, regulations and procedures. These are published in a series of documents called 'University Policies and Regulations' (UPRs). The University requires that all students consult these documents which are available on-line, on the UPR web site, at: <http://www.herts.ac.uk/secreg/upr/>. In particular, [UPR SA07](#) 'Regulations and Advice for Students' Particular Attention - Index' provides information on the UPRs that contain the academic regulations of particular relevance for undergraduate and taught postgraduate students.

In accordance with section 4(5) of the Higher Education and Research Act 2017 (HERA), the UK Office for Students (OfS) has registered the University of Hertfordshire in the register of English higher education providers. The Register can be viewed at: <https://www.officeforstudents.org.uk/advice-and-guidance/the-register/the-ofs-register/>.

G. Entry requirements

For current entry tariff point requirements, please refer to the relevant page for the Course on the HIC (<https://hic.herts.ac.uk/>) website or on the online prospectus.

The programme is subject to the University's Principles, Policies and Regulations for the Admission of Students to Undergraduate and Taught Postgraduate Programmes (in [UPR SA03](#)), along with associated procedures. These will take account of University policy and guidelines for assessing accredited prior certificated learning (APCL) and accredited prior experiential learning (APEL).

If you would like this information in an alternative format please contact:
AskHIC (ask@hic.herts.ac.uk).

Initial Year for Extended Degree in Creative Arts (HIC)

Table 2: Development of Intended Programme Learning Outcomes in the Constituent Modules

This map identifies where the programme learning outcomes are assessed in the constituent modules. It provides (i) an aid to academic staff in understanding how individual modules contribute to the programme aims (ii) a checklist for quality control purposes and (iii) a means to help students monitor their own learning, personal and professional development as the programme progresses.

		Programme Learning Outcomes (as identified in section 1 and the following page)																		
		Knowledge & Understanding					Intellectual Skills				Practical Skills					Transferable Skills				
Module Title		Module Code	A1	A2	A3	A4	A5	B1	B2	B3	B4	C1	C2	C3	C4	C5	D1	D2	D3	D4
Level 0	Interactive Learning Skills and Communication	0FBS0001				×		×	×	×	×	×	×				×	×	×	×
	Introduction to Media Technology	0FTC1041	×	×	×			×	×	×	×	×	×	×	×	×	×	×	×	×
	Practical Study Skills	0FTC1036	×	×	×		×	×	×	×	×		×	×	×	×		×	×	×
	Business Studies	0FBS0002				×		×	×	×	×	×	×				×	×	×	
	Introduction to Mass Communications	0FHE1020				×	×	×	×	×	×	×	×				×	×	×	×
	Specialist Projects 1	0FTC1038	×	×	×		×	×	×	×	×		×	×	×	×		×	×	×

KEY TO PROGRAMME LEARNING OUTCOMES

Knowledge and Understanding

- A1. Recall and explain the contextual and practical issues that inform contemporary creative art practice.
- A2. Recall and identify language related to art and design, film, music and media studio practice.
- A3. Recall and explain the study skills necessary for contemporary creative art practice in a Western education environment.
- A4. Recall and explain what a business is and its internal and external functions – from securing external funding to measuring success within a business.
- A5. Identify and explain the technologies appropriate to specific areas of creative art practice.

Intellectual Skills

- B1. Make full use of library and College/University e-learning search (catalogue and bibliographic) resources.
- B2. Apply basic research techniques to sourcing and selecting appropriate academic information.
- B3. Integrate written, reading, visual and sonic skills to effect clear communication.
- B4. Ability to analyse data and various modes of information using appropriate techniques.

Practical Skills

- C1. Employ key communication skills appropriate to undergraduate study, inclusive of written, oral, reading, speaking, numerical, graphical and diagrammatic manipulation and presentation of information.
- C2. Employ analytical skills and methodologies as a basis to further study.
- C3. Ability to begin to engage critically with regard to the creative arts.
- C4. Experiment with a range of materials, processes and techniques.
- C5. Demonstrate ability to develop ideas through to material outcomes in chosen media at a competent level.

Transferable Skills

- D1. Select, read, digest, summarise and synthesise information material in a variety of forms, both qualitative and quantitative (text, numerical data and diagrammatic) and in an appropriate manner to identify and determine key facts/themes and relevancy.
- D2. Apply basic research and referencing techniques to all aspects of study, information collation, information presentation and formulation of academic opinion.
- D3. Embed the importance of self-study and reliance. This involves cultivating and developing a responsibility within each student to take cognizance for their own learning, initiative, effective time-management and self-discipline within the academic and professional environments.
- D4. Begin to develop a conceptual understanding and evaluation of the main aspects of the cognate area and the wider context.

Section 2

Programme management

Relevant QAA subject benchmarking statements	Art and Design (December 2019)
Type of programme	Foundation
Date of validation/last periodic review	November 2023
Date of production/ last revision of PS	November 2023
Relevant to level/cohort	All students entering September 2024
Administrative School	School of Creative Arts
Language of Delivery	English

Table 4 Course structure

Course details			
Course Code	Course Description	HECOS	UCAS
HICIYAR	Initial Year for Extended Degree in Architecture - HIC	100122 (100%)	N/A
HICIYFA	Initial Year for Extended Degree in Fine Art Pathways - HIC	100059 (100%)	N/A
HICIYFAS	Initial Year for Extended Degree in Fashion Pathways - HIC	100055 (75%) 100078 (25%)	N/A
HICIYDA	Initial Year for Extended Degree in Film & Photography Pathways - HIC	100441 (100%)	N/A
HICIYDMD	Initial Year for Extended Degree in Digital Media Design - HIC	100636 (100%)	N/A
HICIYDS	Initial Year for Extended Degree in Design Studies - HIC	100048 (100%)	N/A
HICIYMUS	Initial Year for Extended Degree in Music Pathways - HIC	100070 (100%)	N/A