Course Handbook
BA (Honours) Criminology and Criminal Justice
Full-Time 2020/2021
Course Leader: Dr Laura Kelly

Please read this Handbook in conjunction with the University’s Student Handbook.

All course materials, including lecture notes and other additional materials related to your course and provided to you, whether electronically or in hard copy, as part of your study, are the property of (or licensed to) UCLan and MUST not be distributed, sold, published, made available to others or copied other than for your personal study use unless you have gained written permission to do so from the Dean of School. This applies to the materials in their entirety and to any part of the materials.
1. Welcome to the course

As you are reading this handbook it means you have just embarked on the **B.A. (Hons) Criminology and Criminal Justice** degree. The programme team would like to extend a warm and friendly welcome to Lancashire Law School [LLS], which is housed in Harris Building [room HB 120] at the University of Central Lancashire [UCLan]. We hope you find the experience a rewarding one. All staff will try and make it as enjoyable as possible in helping you rise to the challenges which lie ahead.

This Course Handbook provides you with much of the essential information you need about your programme of study. It explains the structure of the degree programme and demonstrates what is compulsory and optional for you to complete in order to be considered for the award of B.A. (Hons) Criminology and Criminal Justice. It will also outline what you should expect from the teaching staff and what the teaching staff expect from you in terms of how you study and apply yourself.

Starting a University degree programme can seem daunting: new buildings to navigate; new teaching staff and teaching styles to get used to; a new timetable to understand; new friends to make; new routines and new expectations. The aim of this handbook is to provide some basic information to help you make the transition to degree level study.

Your first few weeks at University may seem bewildering as you are bombarded with information and experience and many new situations. A period of adjustment is normal. We are here to help and are more than happy to do so! If you have any doubts, queries or questions please ask – go to the Foster Hub [room FB058], the Student, your Academic Advisor, your Course-Leader, Course Rep or Student President. We are all here to help smooth your transition to University, so please keep in touch and ask for help whenever you need it.

This handbook will help you navigate your way around many of these new situations and help inform new expectations, so, it is advisable to read all the sections of this handbook at the time you commence your course, and refer to it whenever you get stuck.

You are advised to read this handbook in conjunction with the [Academic Regulations](#).
General Information about Criminology and Criminal Justice (CCJ) in Lancashire Law School

You have joined one of the largest and busiest Schools in the University, providing Criminology and Criminal Justice education across the full range, from Foundation to Undergraduate and Undergraduate to Postgraduate (taught and research) programmes of study.

The Lancashire Law School has around 40 academic staff. In addition to the full-time BA (Hons) Criminology and Criminal Justice, the School runs a Foundation programme for entry onto the BA (Hons) Criminology and Criminal Justice, and BA (Hons) Criminology and Sociology. The School also offers a Master’s Degree [MRes] in Criminology and Criminal Justice, and we accept students who wish to continue their studies by research and achieve the awards of M.Phil, or PhD.

In some classes students from other courses will join you. This will offer you opportunities to study with students with different backgrounds and widen your perspective on the role of the Criminology and Criminal Justice in a modern society.

Lancashire Law School students are actively involved in vibrant activities and societies including the Student Law Society (SLS) and the Criminology and Criminal Justice Facebook Group, which you will be encouraged to join during the first few weeks of the course. Some of their educational activities include excursions to courts, visiting speakers, and careers talks. The students also organises social events, weekly meetings and the Lancashire Law School Ball at the end of the academic year. A new Executive is elected each year, providing an opportunity for extra-curricular skills enhancement.

The Lancashire Law School has a Student Experience Lead (Michael Doherty) who aims to ensure that all students have a fantastic student experience while studying with us. There is also a team of School staff, headed up by Viv Ivins, who will support you in developing your employability skills and planning your careers. This supplements the ongoing support offered by the University Careers department.

Lancashire Law School Criminology and Criminal Justice Prizes for Attainment

We are very proud of our Criminology and Criminal Justice students and try to encourage and recognise those who have achieved exceptional attainment. The Law School awards prizes to those showing outstanding achievement over the course of their programme of study.
1.1 Rationale, aims and learning outcomes of the course

The aims of the BA (Hons) Criminology and Criminal Justice programme are:

- to equip students with a range of transferable academic, intellectual and criminological and criminal justice skills and knowledge developed through exposure to a range of historical, theoretical, critical, contextual approaches and methodological frameworks to understanding criminology, crime and victimisation, social diversity and inequality in the criminal justice system within England and Wales, including its relationship with the European Union and other English speaking Jurisdictions;

- to provide students with the opportunity for in-depth study of specialised areas, and particular issues and themes which are of criminological and criminal justice concern;

- to enhance employability and facilitate professional development for entry into professional employment or research with a range of relevant skills and aptitudes for life-long learning that demonstrate a capacity for critical independent thought, self-motivation, initiative, reflection, and cooperative and responsible working;

- to facilitate student learning through the use of innovative teaching methods underpinned by scholarship and research delivered within a supportive, student-centred learning environment.

Awards

On successful completion of the full programme of study you will be awarded a BA [Hons] Degree (which is a “Bachelor” of Arts Degree with “Honours”) in Criminology and Criminal Justice. The 'Hons' represents 360+ credits of study typically over three years full-time and contains a substantial dissertation during the final year of study. The Standard or ‘Ordinary’ BA Degree is equivalent to 320 credits usually omitting the dissertation in the final year. You can 'top up' a Foundation Degree to an Honours Degree through an additional three years of full-time study. These are standard higher education qualifications recognised across the UK and Europe.

Your degree will be classified according to the standard classification boundaries of first class, upper and lower second, third and fail/ordinary. Please follow the link for further explanation of what these classification boundaries mean and read Regulation H4 of the Academic Regulations.

For those students who do not complete or fall short of the full Hons Degree programme there are a number of ‘Exit Awards’: these include, an Ordinary ‘Pass’ Degree (Unclassified), a Post-Graduate Diploma in Higher Education and a PostGraduate Certificate in Higher Education. Please read Appendix 8.1 of this handbook, paragraph 14 of the Programme Specification.
1.2 Criminology and Criminal Justice Course Team

The Criminology course team is made up of Dr Tim Owen, Dave Orr, Susan Uttley, Dr Laura Kelly, Tara Styles-Lightowlers, Deborah Conroy and Abi Stark.

Below is a list of some of the key members of staff responsible for managing your programme of study:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>
1.3 Expertise of staff

Members of the Criminology/Criminal Justice team are drawn from a range of criminal justice, professional and academic backgrounds; they teach across both the undergraduate and postgraduate programmes and are active researchers in their chosen specialisms.

Every five years a national audit of research excellence is undertaken and the most recent Research Excellence Framework (REF) Report (December 2014) ranked 40% of the Law School’s research outputs as “Internationally Excellent”. This places the Law School as one of the best performing modern university law schools for the quality and impact of research outputs in the UK.

1.4 Academic Advisor

You will be assigned an Academic Advisor who will provide additional academic advice and support during the year. They will be the first point of call for many of the questions that you might have during the year. Your Academic Advisor will be able to help you with personal development, providing insight and direction to enable you to realise your potential.

1.5 Administrative details

Course Administration Service (CAS) provides academic administration support for students and staff and are located at Foster Hub in room FB058, which is open from 8.45am until 5.15pm Monday to Thursday and until 4.00pm on Fridays. The Foster Hub can provide general assistance and information for Criminology/Criminal Justice students including advice on processes such as Progression, Extenuating Circumstances, Extensions and Appeals.

The Foster Hub Room: Foster Building (FB058)

Telephone: + 44 (0)1772 891996 and 891997
Email: FosterHub@uclan.ac.uk

Details of the other Hubs can be found here
1.6 Communication

Communication between the University, staff and students is important. The following outlines forms of communication that are provided and should be used. Your familiarisation with them will enable you to settle into your course and the University.

The University expects you to use your UCLan email address and check regularly for messages from staff. If you send us email messages from other addresses they risk being filtered out as potential spam and discarded unread.

This is the first point of urgent and other contact between you and your tutors. We may also text you if we have your contact details.

When you contact us by email, please bear in mind that staff have teaching and other commitments, so you may not receive a full response immediately. Please allow at least three working days for a fuller reply, or longer if the tutor is away from the University, in which case, you may have to contact another member of the Criminology team or the Foster Hub. Please do not expect a response after 5.00pm during the week, at weekends or during annual leave.

In addition to e-mail the following forms of communication are used in the Law School:

1.6.1 Induction Information and Guidance Week

The Induction Week is specifically designed to ensure a smooth transition into University life. It is a key form of initial communication that will inform you of all the details you need to know regarding your programme and timetables etc. It also introduces you to University procedures and academic regulations, as well as having the opportunity to meet Academic Staff, current students and make new friends.

There are sessions during the Induction Week where you will have to absorb much information; there are also sessions that you will have to participate in. These are all extremely important to prepare you for teaching, learning and personal involvement on the programme.

1.6.2 Student Portal and Blackboard

The Student Portal is the page you will be automatically sent when you log into the University network, giving you personalised access to your timetable, services, online resources, your academic record, news, etc. It also gives you access to Blackboard (UCLan’s virtual learning environment platform).
All Lancashire Law School Criminology modules have a dedicated virtual web presence on Blackboard, and Module Leaders and Module Tutors will use Blackboard to post module specific information, so you are advised to check module areas on a daily basis and monitor these as you would your e-mail account. You will also submit assignments electronically through TurnitinUK on Blackboard. More about this will follow later in the handbook and during Induction Week.

1.6.3 Lancashire Law School and Criminology Facebook pages

Use the [Lancashire Law School Facebook page](https://www.facebook.com/UniversityofLancashireLLS) and the [Criminology Facebook page](https://www.facebook.com/UniversityofLancashireCriminology) for news, information, details of events and postings of academic interest.

1.6.4 Staff contact details and Academic ‘Office Availability Hours’

You can access the contact details of individual Law School staff via the following link: [Lancashire Law School staff](https://www.lancs.ac.uk/staff)

Academic staff will normally attempt to reply to your telephone messages or emails within three working days.

Academic staff have a notice on or near their office door of times when they will be available for students to drop in to see them. Alternatively, you can email them for an appointment outside of those times, using the contact details indicated on their office doors, on individual modules areas of Blackboard and in Module Handbooks. Students are also able to book a meeting via the ‘Starfish’ programme.

1.6.5 What to do in an Emergency

If an emergency arises please contact a member of staff by telephone and make an appointment to see them to discuss the problem. Staff are generally willing to speak with students outside their designated ‘office hours’ if it is an emergency situation. If they are not available then contact Course Administration Service (CAS) within the Foster Hub, room FB058, or telephone (01772) 891990 or 891991.

1.6.6 Change of Personal Circumstances or Mode of Study

You must notify your Academic Advisor, or Course Leader of any change to your programme of study. Module Change Forms are available from the Foster Hub but changes MUST be signed by your Course-Leader. The Foster Hub must be notified in writing immediately of any change of address, either your home or term address. If
you do not tell us you have moved, letters, results etc. will not reach you and this could lead to problems.

1.7 External Examiner

The University has appointed an External Examiner to your course who helps to ensure that the standards of your course are comparable to those provided at other higher education institutions in the UK. The name of the current person for Criminology and Criminal Justice is **Professor Julie Scott-Jones** Associate Head and Lecturer at Manchester Metropolitan University. If you wish to make contact with your External Examiner, you **must** do this through your Course-Leader and **not** directly.

The School will also send a sample of student coursework to the external examiner(s) for external moderation purposes, once it has been marked and internally moderated by the course tutors. The sample will include work awarded the highest and lowest marks and awarded marks in the middle range.

**Availability of External Examiner Reports**

External Examiner reports will be made available to you electronically on the LLS Blackboard page, under the ‘External Examiner Reports’ folder. Reports for the academic year just completed will be available from the 1st September of the new academic year
2. Structure of the course

2.1 Overall structure

Foundation entry route to the BA (Hons) programme

Some students will undertake a Foundation Entry programme – this is a one year course to prepare students for entry onto the full-time BA (Hons) Criminology and Criminal Justice programme.

There are no formal educational or special knowledge requirements for entry onto the Foundation Year. Students are expected to show a strong desire and ability to study and be prepared to make a commitment to four years of undergraduate study.

The normal workload for a full time student is two 30 credit modules plus three 20 credit modules during the academic year, as successful completion of the Foundation Entry programme requires 120 credits.

Successful completion of the course leads to progression onto the full-time BA (Hons) Criminology and Criminal Justice programme.

BA (Hons) Degree

The BA (Hons) degree course is 3 years. The normal workload for a full-time student is six 20 credit modules (or equivalent) per academic year.

Normally a student must pass all modules each year in order to proceed to the next year. In exceptional circumstances you may carry over one module, either because you have failed the module and are required to re-register it, or you have been unable to ‘sit’ the module due to Extenuating Circumstances. There is no provision in the Academic Regulations to carry more than one module into the following year (see the Academic Regulations).

In order to gain an Honours Degree in Criminology and Criminal Justice, you will need to pass a total of 18 twenty credit Modules (or equivalent) over a three year period, this equates to 360 credits at levels 4, 5 and 6.

➢ 6 at Stage One/Level 4 and 12 (or equivalent) at Stage Two/Levels 5 and 6.

➢ At least 11 of the 18 must be at Level 5 or above and of these, 5 must be at Level Six.

1 Level Four is Year 1, Level Five is Year 2 and Level Six is Year 3. You may be able to accredit some of your prior experience and learning (APL) in lieu of studying some of the modules—go to 2.1.2
Foundation Entry Course Structure (1 year full-time)-Level 3
(For students undertaking Foundation Entry prior to the BA (Hons) programme)

Foundation Entry: 2 Compulsory Modules + 3 Optional Modules

(a) 2 Compulsory modules
LWC017: Key Issues in Law and Criminology (30) Semester 1
LWC018: Academic Skills in Higher Education (30) Semester 1

(b) 3 Optional Modules
LWC001: Family relationships and the Law (20) Semester 2
LWC006: Current Issues in Human Rights (20) Semester 2
LWC012: Intro to Business Law and Commercial Awareness (20) Semester 2
PSC005: Introduction to Psychology (20) Semester 2
SOC101: Introduction to Sociology (20) Semester 2
CJC002: Introduction to Criminology (20) Semester 2

Successful completion of Foundation Entry (120 credits) leads to progression onto Year One Level 4 of the BA (Hons) Criminology and Criminal Justice Programme
BA (Hons) Course Structure (3 years full-time):

**Year 1 Level 4**

- Crime and Society
- Intro to Criminal Justice
- Choice of Module
- Key Thinkers in Criminology
- Intro to Criminal Process and Procedure
- Social Research Methods

**Year 2 Level 5**

- Critical Thinkers in Criminology
- Controversial Issues in Prison
- Youth Justice (recommended Option 1)
- Research Methods in Criminology
- Understanding Policing
- Understanding Interpersonal Violence (recommended Option 2)
Dissertation

Course Structure:

The structure of the course is designed to enable students to study a wide range of modules according to individual interest and employability pathways. There are four main elements to the course.

i) The wide range of modules offered throughout the course considering issues relating to Criminology and Criminal Justice (CCJ). The multi-disciplinary nature of these modules provides the basis for a systematic study of issues relating to CCJ. Issues such as diversity, equality and identity, which are discussed within compulsory modules and provide the foundations for further study, leading students to pursue module options according to their individual interest.

ii) CCJ is studied at each level throughout the course. It is assumed that students will arrive at the university with little or no prior knowledge of CCJ and therefore all modules are designed to introduce students to CCJ at an introductory level.

iii) At Level 6, students are required to undertake a Dissertation in order to gain a classified Honours award. It is the successful completion of a dissertation which constitutes the Honours element of your degree award.

iv) Study ‘Streams’ within CCJ:

Within CCJ there are a number of ‘streams’ which offer you a focus in a specific area or discipline. For example, you may decide to incorporate a sociological element within CCJ – in which case your optional modules will include modules with an SO code. Alternatively, you may decide to explore a wider optional path and include any number of optional modules; or you may decide to do neither and opt to study a university
elective (such as a language) rather than a CCJ optional module. Your tutor will be more than happy to discuss your CCJ pathway with you and offer advice and/or suggestions suited to your needs.

**Year One: 5 Compulsory Modules + 1 Optional/Adopted/'Free’ Choice Module**

**(a) 5 Compulsory Modules**

- **CJ1101: Crime and Society** (20) Semester 1
- **CJ1102: Key Thinkers in Criminology** (20) Semester 2
- **CJ1005: Introduction to Criminal Processes and Procedure** (20) Semester 2
- **CJ1106: Introduction to Criminal Justice** (20) Semester 1
- **SO1114: Social Research Methods** (20) Semester 2

**(b) + 1 Optional/Adopted/'Free’ Choice Module** - Choice of Modules may include:

- **CI1501: The Social Construction of Childhood** (20) Semester 1
- **DF1161: An Introduction to British Sign Language** (20) Semester 2
- **FZ1071: Introduction to Forensic Science [On-line]** (20) Semesters 1 & 2
- **HY1117: State and Society in Europe (1815-1914)** (20) Semester 2
- **PI1119: Problems in Contemporary Applied Ethics** (20) Semester 2
- **PO1101: Power, Politics and the State** (20) Semester 1
- **SO1004: Media and Culture** (20) Semester 2
- **VO1006: Volunteering and Community Action** (20) Full Year
- **VO1009: Gang and Gun Culture** (20) Semester 2

*** Where possible, aim for 3 modules in Semester One and 3 in Semester Two

For details on studying abroad in year two (for one or two semesters) and advice on costs and possible grants visit the web-site of [Study Abroad with UCLan](#)
Year Two: 4 Compulsory Modules + 2 Optional Modules, or + 1 Optional and 1 Adopted, or Free Choice Module

(a) 4 Compulsory Modules:

CJ2101: Critical Thinkers in Criminology (20) Semester 1
CJ2102: Research Methods in Criminology (20) Semester 2
CJ2016: Understanding Policing (20) Semester 1
CJ2029: Controversial Issues in Prison (20) Semester 2

(b) 1 or 2 Optional Modules

CJ2007: Understanding Interpersonal Violence (20) Semester 2
CJ2021: Youth Justice and Young People (20) Semester 1

You can either study those 2 Criminology Options, or 1 of those Options + 1 Level 5 (20 credit) Adopted or ‘Free Choice’ Module

(c) 1 Adopted/’Free’ Choice Module- Choice of Modules may include:

HY2098: The Good, the Bad and the Downright Evil: Perceptions of Crime & Punishment in England (1700-1900) (20) Semester 1
PI2212: The Philosophy of Mind (20) Semester 2
PO2110: History of Political Ideas (20) Semester 1
SO2103: Sociology of Social Movements (20) Semester 2
VO2002: Community Project Development (40) Full Year

Where possible, aim to study 3 modules in Semester One and 3 in Semester Two

Year Three: 2 Compulsory modules + 3 Optional modules, or 2 Optional modules and 1 Adopted or ‘Free Choice’ (20 credit) module

(a) 2 Compulsory Modules:

CJ3991: Double Dissertation (40) Full Year
CJ3030: Diversity, Crime and Justice (20) Semester 2

(b) + 2 or 3 Optional Modules: Choice of modules may include
**CJ3007:** Sex, Violence and Strategies  
**CJ3018:** Understanding State Crime and Genocide  
**CJ3021:** Drugs, Crime and Society  
**CJ3024:** Why Prison?  
**CJ3026:** Crime and New Technologies  
**CJ3027:** Human Trafficking and ‘Modern Day’ Slavery  
**CJ3206:** Gendered Imaginations & International Relations

You can either study 3 of those Criminology Options, or 2 of those Options + 1 Level 6 (20 credit) Adopted or ‘Free Choice Module’

**(c) + 1 Adopted/'Free Choice' Module:** Choice of Modules may include:

- **LW3035:** Terrorism and the Law  
- **PI3004:** Humanity, Values and the Environment  
- **SO3003:** Understanding Security and Policing

**** Balancing a demanding workload: As the Dissertation is a Year-Long Module worth 40 credits, it is recommended that [where possible] you aim to study two 20 credit modules in Semester One and two 20 credit modules in Semester Two.

2.1.2 Elective modules

‘Free-Choice’ Elective modules enable you to develop skills such as a language or acquire knowledge outside your main subject(s). You can make your choice from a selection of modules that are delivered across many subject areas - for further information go to Electives

2.1.3 Accreditation of Prior Learning (APL)

If you consider that you may have already achieved some of the learning outcomes of the course through previous learning, please consult your course leader and gain advice from the APL Coordinator (Michael Doherty) to find out whether you can make a claim for accreditation of prior learning for part of your course.
2.2 Modules Available

Please note that some Modules are compulsory components (you must do) and others are suggested Optional or Adopted Modules, which you may choose to compliment your studies and fit around your main programme of study. There is also a wide range of ‘Free Choice’ Elective Modules, which offer you an opportunity to study a Language or an area of interest that may not be related to Criminology and Criminal Justice.

Please note, the availability of Optional, Adopted and ‘Free Choice’ Elective Modules may vary during your programme of study, as they will be subject to sufficient student demand and staff expertise being available.

Each module is a self-contained block of learning with defined aims, learning outcomes and assessment. A Standard Module is worth 20 credits. It equates to the learning activity expected from one sixth of a full-time undergraduate year.

Modules may be developed as Half Modules worth 10 credits or Double Modules worth 40 credits with credit allocated up to a maximum of 120 credits per module.

With the exception of the final year Dissertation (which is a Double Module worth 40 credits), all CJ Modules are Standard Modules of 20 credits.

Modules are delivered over Semester One (September to January), Semester Two (January-May), or they may be Year-Long (September-May). Where possible, aim to study 3 modules in Semester One and 3 in Semester Two.

All degree courses are divided into two Stages:

Stage One is the first year [Level 4] of a full-time course, and Modules in Stage One are those beginning with a figure 1 (e.g. CJ1101 Crime and Society).

Stage Two is the second year [level 5] and third year [level 6]:

Modules at Stage Two [Level 5] are those beginning with a figure 2 (e.g. CJ2101 Critical Thinkers in Criminology).

Modules at Stage Two [Level 6] are those beginning with a figure 3 (e.g. CJ3030 Diversity, Crime and Justice).

2.3 Course requirements

Please see section 2.1 for details of your course requirements

IMPORTANT Note: Students studying dissertations MUST attend the respective briefing sessions in year two. The Module Leader will advise you when and where the meetings will be held.
Students opting to study the placement module (VO2002) in year two should be aware that a full background check may be required prior to the placement being approved.

Students studying Criminology and Criminal Justice whilst abroad during year two will be assessed in similar ways as they are at UCLan. Study undertaken and passed abroad will be credited to your UCLan degree. Therefore, a year abroad or semester abroad will not result in extending the length of time it takes to complete your degree.

2.3.1 Module Registration Options

Discussions about your progression through the course normally take place in February or early March each year. It is an opportunity for you to make plans for your study over the next academic year. The course team will tell you about the various modules / combinations available and you will both agree on the most appropriate (and legal) course of study for you. If you are considering a transfer from the BA route you need to book an appointment with the Course Leader as soon as possible.

During, and leading up to, progression, information is made available about the Options/Adopted modules their content, teaching methods and assessment methods. Normally, you will only progress to the next year of your studies if and when you have passed all six modules taken in the current year. For more information, see the Academic Regulations.

2.4 Study Time

2.4.1 Weekly timetable

A timetable will be available once you have enrolled on the programme, through the student portal.

2.4.2 Expected hours of study

20 credits is a Standard Module and equals 200 notional learning hours- this includes attendance at UCLan and private study time.

Criminology and Criminal Justice are challenging subjects to study, and you will need to work hard to achieve a successful outcome to your studies. You should be studying for an average of 38-40 hours per week on a full-time Programme. You will have approximately 12-14 hours’ formal class contact time on average per
week (lectures, seminars, workshops etc.), which leaves around 26 hours per week for private study which must be factored into your personal academic timetable. We expect you to undertake this independent/private study by studying between classes in the Library (or other University study spaces) or studying at home.

- For lectures you should as a minimum read the relevant chapters in the core textbooks and the information in the Module Handbook prior to the lecture each week.

- For seminars/workshops you should allow in the region of 2-4 hours per session as adequate preparation time to prepare written/word-processed answers to pre-set questions.

- For coursework additional research, information gathering, reading and planning time will be needed. The questions are usually available some weeks prior to the deadline for submission. They tend to be extended essays and after tutorial support, they will require thorough research and careful preparation.

- For end of module examinations, additional information gathering, reading, planning and revision time will be needed in order to answer seen or unseen examination questions, which normally tend to require essay type answers.

2.4.3 Attendance Requirements

You are required to attend all timetabled learning activities for each module and Student Attendance Monitoring [SAM] is a requirement for all students. You can check your attendance record through the Student Portal.

We understand that from time to time there is good reason why you cannot attend and notification of illness or exceptional requests for leave of absence must be made by:

Emailing the Foster Hub Attendance Team to notify them of any unavoidable absences due to illness etc. You should also email your apologies to any tutors of classes that you miss. If you wish to apply for a period of authorised leave of absence, email your Course-Leader.

If you face longer term illness or other personal circumstances that are likely to have a significant effect on your attendance, you should inform your Academic Advisor and Course-Leader as soon as possible.

If you are an International student you have responsibilities under the UK Visas and Immigration (UKVI) Points Based System (PBS) - you MUST attend your course of
study regularly. Under PBS, UCLan is obliged to inform UKVI if you withdraw from a course, defer or suspend your studies, or if you fail to attend the course regularly.

If you have not gained the required authorisation for leave of absence, do not respond to communications from the University and if you are absent for four weeks or more, you may be deemed to have withdrawn from the course. If this is the case, then the date of withdrawal will be recorded as the last day of attendance. Please also note that we are required to share attendance data with your funding bodies and unexplained absences may lead to suspension or withdrawal of part or all of your funding, as continued funding is usually conditional on regular attendance. We may also be required to comment on attendance matters when writing references and attendance is also an issue which examination boards consider.

Each time you are asked to enter your details on SAM you must remember that the University has a responsibility to keep information up to date and that you must only enter your own details on the system. To enter any other names would result in inaccurate record; any student who found to have made false entries can be disciplined under the student guide to Regulations.

3. Approaches to teaching and learning

3.1 Expertise of staff

Members of the CCJ team have made significant contributions to research, and will continue to pursue further research opportunities in future years. CCJ study at UCLan is therefore part of an expanding teaching and research culture that has national status and international recognition. For you as students, this means you have access to tutors who are acknowledged experts in their field and who are involved in cutting-edge research in a range of topics. The team have particular specialisms in areas such as prison studies, feminist criminology, critical criminology, history, cybercrime, criminological theory and human trafficking. Brief examples of the team’s recent research outputs include:


3.2 Learning and teaching methods

Teaching and learning strategies are designed to enable students to acquire subject specific knowledge, critical facility and transferable skills. In addition, strategies are employed which will enable students to achieve module specific outcomes as outlined in each of the Module Descriptors.

All Modules provide a Module Handbook on Blackboard (UCLan’s virtual learning environment web-space). The Module Handbook contains details of the different types of learning and teaching sessions as outlined below:

CCJ modules are taught primarily through a combination of lecture and seminar/workshop sessions, and individual tutorial sessions. Lectures and/or seminars/workshops are interactive, and are supported by Blackboard.

3.2.1 Lectures

Lectures are large sessions led by a lecturer and the key purpose of lectures is to give you a framework of basic knowledge about a specific topic. Lectures are important for explaining often difficult theories and concepts, and in guiding students in the application of these models and methods. Lectures also allow students to enhance their notational and synthesising skills. You are expected to read the relevant parts of your module text books to build on this framework and to develop a deeper understanding of criminology and criminal justice for yourself.

3.2.2 Seminars

Seminars are smaller sessions with 15-25 students. You are expected to complete pre-set activities in advance of the sessions so that you can participate fully in the
discussions. The aim of the discussion is to consolidate what you have learnt in lectures and by means of private study and further your understanding of the subject matter. In seminar sessions emphasis is placed on student activity, both as presenters and as participants in feedback. Unlike lectures, seminars are generally very interactive, and include team tasks and activities. Some seminars may involve the use of video and formal presentations. Formal presentations enable students to further develop their subject-specific knowledge and understanding, strengthen their communicative skills and pursue research projects whether independently or in teams.

**IMPORTANT:** Once you have been allocated to a seminar group you are not allowed to swap groups without the authorisation of the School’s timetable manager in _exceptional_ circumstances.

### 3.2.3 Course related Field Trips and Opportunities

There is also an opportunity for students to participate in field trips to various places relevant to their course. For example, the LLS runs an annual trip to Auschwitz that relates to material covered in the _Crime and Society_ 1st year compulsory module and the _State Crime and Genocide_ 3rd year option. The trips to the European Union Institutions were also related to modules covering the criminal justice system in England and Wales including its relationship with the European Union. **NOTE:** the cost of these trips _are not included in the course fees._

In addition to this, final year students also have the opportunity to take part in a student/prisoner debating scheme called ‘Debating Differences’ which takes place at HMP Kirkham. This is facilitated by Dr Laura Kelly, the course leader. Primary aims of this innovative programme include breaking down barriers, increasing communication skills, and enhancing critical thinking.

### 3.3 Study skills

CCJ students are drawn from a variety of academic backgrounds, and bring a range of skills and needs to their studies. Running throughout all years of the programme is what we call a ‘skills spine’. The modules which comprise the Skills Spine will help you develop essential skills, such as effective research, critical reading, applying theoretical arguments to legal and criminal justice principles, and academic writing to present critical arguments.

In addition, you will also be taught some generic study skills which will not only help you communicate theoretical arguments more effectively but will also be invaluable transferable skills which can be used in whatever future employment path you choose. UCLan also has some central services open to all students.
The **Walk-in Study Enhancement through Review** [WISER] is the Academic Support Service which is a dedicated unit devoted solely to academic study skills for Higher Education learning. Please go to WISER for further details about their services. Study Skills - ‘Ask Your Librarian’

https://www.uclan.ac.uk/students/support/study/it_library_trainer.php

You can book a one to one session with a subject Librarian via Starfish. These sessions will help with questions such as “My lecturer says I need a wider variety of sources in my references, what do I do?”
"I need to find research articles, where do I start?"
"How do I find the Journal of ...?"
"How do I use RefWorks?"

### 3.4 Learning resources

#### 3.4.1 Learning and Information Services (LIS)

The best place to start when exploring the Library resources available to you is:
- Your ‘Subject Guide’ can be found in the Library Resources
- Your ‘My Library’ tab in the Student Portal
- Library search

Jane Bruney is our Criminology and Criminal Justice Librarian based in the UCLan library. Her contact details are:

**Email:** jbruney@uclan.ac.uk
**Telephone:** (01772) 892303

#### 3.4.2 The Library and Online resources

Make the most of all available resources. The Library is an obvious place to start. You should learn to use the library effectively and use it to your full advantage. Make sure you participate in any induction sessions that are offered, and go to the Ask the Library Trainer Service for help with your Library and information Literacy skills

You can find helpful links to an extensive range of support materials for Criminology and Criminal justice students at the [Criminology Library Subject Area](https://www.uclan.ac.uk/students/support/study/it_library_trainer.php). This area includes links to the key electronic resources and databases that you will be expected to access as Criminology and Criminal justice students.

Other resources are available to support your studies provided by LIS – library and IT staff in LIS. LIS provide access to a huge range of electronic resources – e-journals and databases, e-books, images and texts. Take advantage of the **free** training sessions designed to enable you to gain all the skills you need for research and study.
3.4.3 Blackboard (eLearn-environment)

All Criminology and Criminal Justice Modules provided by Lancashire Law School have dedicated Blackboard (e-learn) areas. Module resources can be found on these areas as well as additional resources and links deemed of relevance by the module team. Students should access these sites regularly during the teaching year as materials are often added on a weekly basis by module teams.

You cannot save work in Blackboard, so you will need to either print it off or save the documents into Word/Power Point on your own network area/drive. If you are printing Power Points ... remember to select the black & white print option!!!

The Blackboard Support Site for Students offers a substantial amount of information to help you find your way around Blackboard. For a selection of the top issues which you may find useful go to Backboard Help Guides

If you have problems logging into eLearn and have checked the information on the eLearn Support Site then you can contact LIS Customer Support for help.

If you cannot find your module listed in the Course List or you are having trouble accessing materials within the Blackboard module space you will need to ask the relevant module tutor for guidance

3.5 Personal development planning (PDP)

Personal Development Planning (PDP) is an important aspect of every student’s learning experience at University. It has been defined (by the Quality Assurance Agency) as:

"a structured and supported process undertaken by an individual to reflect upon their own learning, performance and/or achievement, and to plan for their personal, educational and career development".

As this implies, it is something you are ultimately expected to take responsibility for yourself. The idea is that from time to time you should lift your thoughts above the particular assignments or modules you are doing, and think about where your education is leading you, where you want to be in the future, and what you need to do in order to get there (such as developing particular skills or acquiring new knowledge).

Personal development planning is actively encouraged and we will ask you to complete a PDP record as you progress through your programme of study. Your Academic Advisor will be available to support you with this process, including decisions on module choices for subsequent years.
3.6 Preparing for your Career

Your future is important to us, so to make sure that you achieve your full potential whilst at university and beyond, your course has been designed with employability learning integrated into it at every level. This is not extra to your degree, but an important part of it which will help you to show future employers just how valuable you and your degree are.

The knowledge and skills you develop during your BA (Hons) degree will prepare you academically if you wish to enter the criminal justice system (CJS), and a broad range of non-CJS careers that also require good communication and analytical thinking e.g. teaching, the Civil Service and Non-Governmental Organisations [NGOs].

CCJ seeks to develop skills and expertise which will serve and benefit local and national communities. The multi-disciplinary nature of CCJ will enable students to gain knowledge and experience which will be valuable to them if they wish to work professionally within the local, national or international community both in the private and/or public sector. Criminology is also recognised as a good ‘general’ degree with transferable skills in the wider field of employment.

A programme of guest speakers from Industry, Business, Legal Practice, the Criminal Justice Agencies and visiting Academics will help enhance your employability and support your career planning.

If you have a particular career in mind, speak to your Academic Advisor so that s/he can help you select appropriate modules and advise you on relevant work experience or volunteering opportunities.

The Criminology and Criminal Justice team have an Employability contact and the Law School’s lead is Viv Ivins. The team arrange a range of events such as the Lancashire Law and Criminology/Criminal Justice Fair and ‘Breakfast@8’ (a monthly breakfast meeting attended by local practitioners, staff and students). They also organise regular training opportunities to help you build key skills such as networking.

For students wishing to pursue Postgraduate study, there is a range of taught MAs and the opportunity to undertake an MRes (Master of Research) in Criminology and Criminal Justice. More information on UCLan subjects that currently offer post graduate opportunities can be found at Postgraduate Study and Research.

UCLan Careers also offer a range of support services, including career and employability guidance, workshops and events to develop your skills. It is always advisable to visit them sooner rather than later in your University journey.

Skills for Justice also offer information on Career Pathways for a variety of Criminal Justice Agencies in England and Wales. You can also go to Prospects to establish
the type of careers, work experience, internships and postgraduate courses you can do with a Criminology and Criminal Justice degree

**Remember:** It is your future so take charge of it! Here are some questions to consider as you progress through your Criminology and Criminal Justice degree:

**Foundation Entry:**
- Do you have a CV?
- Do you know what career(s) you are considering?
- Do you have any work experience? If so, is it relevant to the type of career you wish to pursue?
- How can you best use your time and the services offered by the Law School employability team and the UCLan Careers Service to find out more about career pathways?

**Year 1:**
- Do you have a CV? If so, have you updated it with recent skills, volunteering and/or work experience?
- Do you know what career(s) you are considering? If not, how can you use the Law School employability team and the UCLan Careers Service to explore your options?
- Can you identify work experience or volunteering opportunities that will help you to prepare for your future career?
- What skills and experience do you need to access your chosen career? How can you build these up?

**Year 2:**
- Have you updated your CV with recent skills, volunteering and/or work experience?
- Can you identify any skills or experience gaps on your CV that you plan to fill this year?
- Have you identified the career that you wish to pursue? How can you make an effective plan to equip you for this career?
• Have you checked application deadlines for the type of graduate job you wish to do?

• Do you have part time work that is relevant to your chosen career or which equips you with key transferable skills?

Year 3:
• Have you updated your CV with recent skills, volunteering and/or work experience?

• Have you identified specific graduate jobs that you wish to apply for or decided on a further course of study?

• Have you checked the deadlines for any applications for employment or further study?

• Are there any gaps in your skills or experience that you need to address?

4. Student support

Information on the support available is at: https://www.uclan.ac.uk/students/

The Law School offers a range of student support in addition to the central support services provided by UCLan

4.1 Academic Advisors

All students are allocated an Academic Advisor. This will be a member of staff who will guide you and offer pastoral and academic support, often on a one-on-one basis, over the 3-4 years of your degree programme. We aim to keep you with the same Academic Advisor if possible throughout your time in the Law School, thus allowing you to build a close bond and rapport with a member of staff.

Your Academic Advisor will invite you to regular review meetings where you can have an informal chat about your academic progress and raise any concerns which you have. Your Academic Advisor will also help coordinate meetings to review your PDP file and advise you on aspects relating to careers and employability.

4.2 Students with disabilities
Munira Patel is the Law School Disability Co-ordinator. If you have any questions or issues regarding disability, please contact her as soon as possible:
Email: mhpatel@uclan.ac.uk; Telephone: (01772) 895310; Room: HB151

4.3 Students’ Union One Stop Shop and The Student Information Centre

The Opportunities Centre is the Students’ Union’s One Stop Shop to find employment or volunteering whilst you study. You will find thousands of jobs and voluntary positions advertised, agency work through the Bridge and information on over 2000 volunteer positions within the Union.

If you are one of the thousands of students who are not studying on the main UCLan campus in Preston, the Students Union is still your union. Please click here for full details on what we may be running in your partner institution.

The Student Information Centre: The<i> is a central and essential point of contact, from where you can obtain information on a wide range of topics including Council Tax Exemption Certificates, Bank and Confirmation of Study Letters, Printing and Printer Credit, UCLan Cards, the <i> shop and much more

5. Assessment

Please note that all modules will be assessed. You are expected to attempt all required assessments for each module for which you are registered, and to do so at the times scheduled unless authorised extensions, special arrangements for disability, or extenuating circumstances allow you to defer your assessment.

5.1 Assessment Strategy

The purpose of assessment is to test your learning against expected learning outcomes.² Assessment will either be formative (designed to help you learn what standards are expected – e.g., an ‘in-course’ assignment) or summative (usually a ‘final’ assessment of your attainment when the module has been completed – e.g. an end of year examination or a dissertation).

The feedback you receive from assessment (a grade + some written/oral comments) gives you an indication of the extent to which you have achieved the expected learning outcomes for the module. Feedback is extremely important for helping you make improvements towards attaining the full learning outcomes. Reading and acting upon

² The learning outcomes for the programme can be found in the programme specification for the BA (Hons) located in Appendix 2.
feedback is the best way to improve your standard of learning and understanding. At University level you are expected to take responsibility for making these improvements (the philosophy of ‘student-centred’ learning, which underpins teaching at undergraduate and postgraduate levels). Reading the expected learning outcomes is, therefore, a useful method for working out what lecturers expect from you when they set assignments or exams.

A variety of assessment methods are used to assess different types of learning outcomes. So examinations test your ability to think under time pressure, marshal evidence in support of an argument and resolve set problems or develop a perspective on a topic for discussion. Coursework assignments allow you more time to construct a detailed argument supported by evidence of wide-ranging reading and research. Group presentations also test research skills and your ability to work as part of a team and deliver a polished oral performance.

5.1.2 Coursework

(a) Procedure for Producing and Submitting Coursework

If Coursework is required as part of a module assessment it must be word processed, carefully documented and all quotations and sources of information must be acknowledged. There are a number of ‘house’ rules the Law School adopts regarding the presentation and submission of written coursework. These are listed below:

✓ All assessed Coursework must be submitted on or before the deadline date and time. An electronic copy must be submitted via the Turnitin software via the Blackboard site for the individual module concerned (a special ‘in box’ folder will be created on your module Blackboard site and you must upload a copy of your assessment into the inbox in this folder- your tutor will inform you where and when you can access this folder).

✓ No work will be accepted in person other than via the Turnitin assessment link and/or via tutor’s assignment submission boxes. Students are not permitted to fax or e-mail their submission unless prior permission is gained first and there are justifiable reasons for doing so (speak with the module tutor concerned)

✓ Students who use word processors must ensure that all work is backed-up to avoid the risk of work being lost. Loss of work resulting from failure to back up will not be accepted as a valid excuse for non-submission.

✓ You must not exceed the word limit. If you do, the tutor will only mark the work to the stated word limit and disregard the rest. You must provide an exact word count as recorded on your computer.
✓ All written work must be produced, referenced and submitted in accordance with the guidance in the Lancashire Law School Criminology and Criminal Justice Assessment Guide – (accessible via Blackboard).

✓ **PLEASE NOTE:** Essays **cannot** be re-submitted to gain a better grade, passed essays cannot be re-sat or retaken, failed pieces of work are normally allowed one re-sit and a maximum pass mark (i.e. Low Pass for Level 3 and Low 3rd for Levels 4, 5 and 6 modules) is awarded. See Regulation G11 and G12.8 in the Academic Regulations.

(b) **Marking Criteria for Coursework**

A frequently asked question is, “What are tutors looking for when marking my work? Broadly we are looking for written evidence that you have reached an adequate standard of understanding to satisfy the learning objectives for the assignment such that we can make a judgement that your work achieves the ‘pass’ criteria (at Levels, 3, 4, 5 and 6). In terms of the substance of an answer we require evidence that you have used (i.e., cited/referenced, discussed, applied, evaluated) some or all of the materials on the particular Criminology/Criminal Justice topic the question addresses, as shown by the lecture and seminar outlines of theoretical frameworks and Criminal justice processes and principles.

The Law School applies a system of ‘banded’ marks as follows:

<table>
<thead>
<tr>
<th>Band</th>
<th>Numerical equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceptional 1st</td>
<td>100</td>
</tr>
<tr>
<td>Very High 1st</td>
<td>94</td>
</tr>
<tr>
<td>High</td>
<td>87</td>
</tr>
<tr>
<td>Mid 1st</td>
<td>80</td>
</tr>
<tr>
<td>Low 1st</td>
<td>74</td>
</tr>
<tr>
<td>High 2.1</td>
<td>68</td>
</tr>
<tr>
<td>Mid 2.1</td>
<td>65</td>
</tr>
<tr>
<td>Low 2.1</td>
<td>62</td>
</tr>
<tr>
<td>High 2.2</td>
<td>58</td>
</tr>
<tr>
<td>Mid 2.2</td>
<td>55</td>
</tr>
<tr>
<td>Low 2.2</td>
<td>52</td>
</tr>
</tbody>
</table>
### Assessment Marks

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>High 3rd</td>
<td>48</td>
</tr>
<tr>
<td>Mid 3rd</td>
<td>45</td>
</tr>
<tr>
<td>Low 3rd</td>
<td>42</td>
</tr>
<tr>
<td>(Minimum Pass/Capped Mark)</td>
<td>40</td>
</tr>
<tr>
<td>Marginal Fail</td>
<td>35*</td>
</tr>
<tr>
<td>Mid Fail</td>
<td>30*</td>
</tr>
<tr>
<td>Low Fail</td>
<td>25</td>
</tr>
<tr>
<td>Fail</td>
<td>10</td>
</tr>
<tr>
<td>Non-submission/Penalty/No Academic Merit</td>
<td>0</td>
</tr>
</tbody>
</table>

*can be compensated

See the Law School [Criminology and Criminal Justice](#) Assessment Guide for further details of how your assessments are marked.

### 5.2 Notification of assignments and examination arrangements

#### 5.2.1 Assignments

Copies of all assessments will be distributed on individual module Blackboard spaces and Module-Leaders/Seminar Tutors will notify students when they can access questions. Module handbooks should also give an indication of how many assessments will be distributed, their form and format, and details of submission dates and protocols.

In the Lancashire Law School, the latest deadline is midnight of the day stated for submission (Turnitin will automatically give a date and time of submission, which must be no later than 12.00 midnight). Always carefully read the specific assignment guidelines as some modules may have individual/different times for submission.

All students are required to submit coursework electronically using the Turnitin plagiarism detection platform. Module-Leaders will create an assignment ‘dropbox’/link on Blackboard pages and students are required to upload an electronic copy of their assignments to these areas so they can be run through the plagiarism software. Students may also be required to submit an exact hardcopy along with a signed submission sheet into a designated assignment box as advised by individual tutors.

If you have any concerns or questions regarding the above, please book a tutorial with your Academic Advisor, the relevant Module-Leader or Seminar Tutor.

#### 5.2.2 Examinations

Many modules have an examination component. Exams are organised centrally by the [Exams and Awards](#) Department not the Lancashire Law School. Please see the [University Academic Calendar](#) which indicates when the central examination periods
5.2.3 Marking Criteria for Assessments

Module-Leaders and/or Seminar Tutors will give students details about the assessment outcomes and how they will be assessed. These outcomes will also form the basis of the feedback you receive once your work has been marked.

Assessment outcomes will vary from module to module, level to level. However, we broadly follow the Quality Assurance Agency (QAA) Subject Benchmark Statement for Criminology (2nd edition, March 2014) when assessing and defining learning outcomes. These outcomes are generally tailored to the specific substantive content of each module.

5.3 Referencing

All assessments undertaken in Lancashire Law School must follow a House Style. For further details please consult the Lancashire Law School Criminology/Criminal Justice Assessment Guide which is available on Blackboard.

Accurate bibliographic and referencing skills are two of the most important requirements of any academic work, whether they are essays, reports, examinations or presentations. References are used to attribute quotations, concepts or ideas formed or taken from the work of other writers.

Criminology/Criminal Justice students are expected use the Harvard System of referencing for their assignments, although other subjects [including Law] may utilise a different referencing system.

You can find further details on Blackboard areas and Anglia Ruskin University has developed a very comprehensive guide to the Harvard Style of Referencing (6th edition, 2016) which can be found here. There is general referencing information on WISER's eLearn area, but when it comes down to the tiny details you need to follow your Module tutor's requirements every time.

Reference List/Bibliography

Reference lists or bibliographies should be given on a separate page at the end of every assignment, and should only include those sources that you have referred to or quoted in your work. Sources used should be listed by the first named author, and
should appear in alphabetical order in the style shown below. Titles of books or journals should be in *italics*.

**Examples:**


If in any doubt, ask your tutors and always refer to the Harvard referencing guidelines

**5.4 Ethics and Confidential material**

At undergraduate level Criminology and Criminal Justice students are not expected to access or utilise confidential information during the course (e.g. patient notes, names and information gained from volunteering, placements or court visits) to inform assignments. Students have an ethical and legal responsibilities to respect confidentiality and maintain the anonymity of individuals within their assignments. **Dissertation students** will also need to complete the [UCLan Ethics Checklist](#) and gain ethical approval from their Supervisor before commencing their research.

**5.5 Cheating, plagiarism, collusion or re-presentation**
Failure to reference sources is one of the most serious breaches of the Academic Regulations because, whether intentional or not, you are effectively passing other people’s work off as your own. This offence is known as Plagiarism and carries severe penalties. So, it is important that you act honestly and ethically during your studies.

The Law School will give you guidance on how to comply with the Academic Regulations when undertaking your assessments. Please see the University Student Handbook for further details. To avoid any problems, you should follow the guidance in the Lancashire Law School Criminology/Criminal Justice Assessment Guide (available on Blackboard) and use the Harvard System for referencing your written work. Guidelines and/or workshops on how to reference correctly are also provided by WISER. So, there is no excuse for being none the wiser.

5.6 How do I know that my assessed work had been marked fairly?

Assessment is an integral part of the course. Module staff work closely together to design assessments, agree the marking criteria and approve final versions of assessments to ensure that these are appropriate. The criteria for assessment will be communicated to you clearly during the module teaching.

All module staff engage in development and training in assessment, marking and feedback. Once the assessments have been completed the module team will discuss the assessment methods and marking criteria, prior to starting to mark, so that there is a common understanding of what is expected of students. All assessed modules have moderation built into the marking process. Moderation involves sampling students’ assessed work to make sure that the learning outcomes and agreed marking criteria have been interpreted and applied in the same way. This ensures that you and your fellow students are treated equitably and that the academic standards are applied consistently. During the marking process the module leader will co-ordinate moderation to ensure that at least 10% of assessed work (or a minimum of three pieces) has been reviewed by other markers and any concerns about consistency or accuracy addressed with the whole module team. Your work may or may not be part of this sample, but the processes for developing assessments and marking criteria as well as moderation mean that you can be confident that teaching staff are marking assessments to the same criteria. Module teams may then use feedback from moderation to improve clarity about the nature and purpose of future assessment, or to make changes if required.

Modules are also moderated externally. The module leader will arrange for the external examiner to receive a sample of work for review and comment. External examiners cannot change individual grades but can act as ‘critical friends’ and confirm that marking standards are in line with other, similar courses in the sector. If, on reviewing the sample, external examiners feel that the marking criteria have not been applied consistently the work of the whole cohort will be reviewed.

6. Classification of Awards

The University publishes the principles underpinning the way in which awards and results are decided in the Academic Regulations. Decisions about the overall classification of awards are made by Assessment Boards through the application of the academic and relevant course regulations.
7. Student Feedback

You can play an important part in the process of improving the quality of this course through the feedback you give.

We seek your feedback at various points throughout the academic year but you are always welcome to make constructive suggestions about your course to your Academic Advisor or the Course-Leader.

Examples of ways in which your course has been improved as a direct response to student feedback in the past include:

- Using practical workshops instead of lectures to train you how to use the criminological and criminal justice databases
- Staggering assessment deadlines throughout the year so far as possible to avoid periods of overload
- Introducing more specific support with respect to employability
- Using interactive workshops to promote skills learning

7.1 Student Staff Liaison Committee meetings (SSLCs)

The purpose of SSLC meetings are to provide the opportunity for Course Representatives to feedback to staff about the course, the overall student experience and to inform developments which will improve future courses. Details of the Protocol for the operation of SSLCs is included in section 8.2 of the University Student Handbook.
8. Appendices

Appendix 8. 1 Approved Programme Specification BA (Hons) Criminology & Criminal Justice

**UNIVERSITY OF CENTRAL LANCASHIRE**

**Programme Specification**

<table>
<thead>
<tr>
<th>1. Awarding Institution / Body</th>
<th>University of Central Lancashire</th>
</tr>
</thead>
</table>
| 2. Teaching Institution and Location of Delivery | UCLan Preston Campus  
Burnley College (Yr1 and Yr 2)  
UcO (Oldham College)  
Yr 3, top up |
| 3. University School/Centre | Lancashire Law School |
| 4. External Accreditation | n/a |
| 5. Title of Final Award | BA (Hons) Criminology and Criminal Justice |
| 6. Modes of Attendance offered | Full-Time/Part-Time (Campus) |
| 7a) UCAS Code | M930 |
| 7b) JACS Code | L311 (50%)  
L437 (50%)  
100484 (50%) / 100483 (50%) |
| 8. Relevant Subject Benchmarking Group(s) | QAA Subject Benchmark for Criminology (2014) |
| 9. Other external influences | n/a |
| 10. Date of production/revision of this form | June 2018 |
| 11. Aims of the Programme | Graduates of this programme will be able to: |
| | • Formulate, investigate, and evaluate the answers to, contemporary criminological and criminal justice issues using key concepts and theoretical approaches |
| | • Evaluate complex social problems using criminological theories and methodologies of crime, class, victimisation and responses to crime and deviance |
| | • Appraise political and social processes of criminalisation in light of criminological theories, human rights, justice, social diversity, and inequality |
| | • Undertake independent research, produce summaries and evaluations of findings and conclusions, and evaluate the appropriateness (technically and ethically) of a range of quantitative and qualitative research methods for addressing research questions |
| | • Summarise and analyse empirical data about crime, victimisation, and responses to crime using both quantitative and qualitative empirical data and statistical techniques |
Communicate ideas and arguments effectively, professionally, and responsibly in writing, orally, and within interpersonal contexts

Demonstrate technical and generic transferable skills and attributes of relevance to postgraduate study and employability in a range of employment contexts relating to crime and the criminal justice system

Articulate the value of learning in a supportive academic environment that develops intellectual potential, professional attitudes, and instils an ethic of life-long learning and responsible citizenship

12. Learning Outcomes, Teaching, Learning and Assessment Methods

A. Knowledge and Understanding

A1. Summarise key themes, theories, and developments in academic criminology and formulate arguments when stimulated by questions about contemporary issues and policies within the domestic and international criminal justice system

A2. Outline and apply key theories, concepts, principles, and methodologies that inform an understanding of the meaning of ideas, institutions, processes, and decision making in the criminal justice system

A3. Explain and evaluate the development of criminological ideas and policies and identify how social, political, economic, and historical contexts impact on the nature and direction these developments take

A4. Outline and explain key themes informing policy debates about crime, victimisation, policing, deviance, justice, imprisonment, inequality, gender divisions, social diversity, morality of punishment, and human rights

Teaching and Learning Methods

Lectures, workshops, skills action plans, case study analysis, interactive research activity, group debate, peer assessment, source searches, career plans, field trip visits to key institutions, revision sessions, study skills support sessions, quantitative and qualitative research methods, handling primary and secondary sources, mock trial, annotated bibliographies, guest lectures and visiting speakers.

Assessment methods

Oral Presentations, unseen examinations, written extended essays, posters, portfolio, MCQs, research proposal, reflective log, dissertation, reflective learning diary, viva voce, case study.

B. Subject-specific skills

B1. Demonstrate skills of expression, research, and an ability to communicate in an evidenced and well-structured manner

B2. Select, apply, and evaluate a range of criminological theories and methodologies when analysing key themes and developments in theoretical criminology and policies informing changes in the criminal justice system

B3. Apply effective strategies when planning research and selecting appropriate methods

B4. Select an appropriate research methodology for a specific area of research.

Teaching and Learning Methods

Lectures, workshops, skills action plans, case study analysis, interactive research activity, group debate, peer assessment, source searches, career plans, field trip visits to key institutions, revision sessions, study skills support sessions, quantitative and qualitative research methods, handling primary and secondary sources, mock trial, annotated bibliographies, guest lectures and visiting speakers.

Assessment methods

Oral Presentations, unseen examinations, written extended essays, posters, portfolio, MCQs, research proposal, reflective log, dissertation, reflective learning diary, viva voce, case study.

C. Thinking Skills

C1. Evaluate critically core criminological themes, issues, and developments in the context of theory, policy, and practice
C2. Engage with relevant criminological literature and associated conceptual and theoretical issues, core debates and perspectives which comprise the subject area
C3. Identify, source, apply, and evaluate relevant primary and secondary materials
C4. Devise a research question and coherent research project involving independent study, location of appropriate sources and analysis of relevant materials

**Teaching and Learning Methods**

Lectures, workshops, skills action plans, case study analysis, interactive research activity, group debate, peer assessment, source searches, career plans, field trip visits to key institutions, revision sessions, study skills support sessions, quantitative and qualitative research methods, handling primary and secondary sources, mock trial, annotated bibliographies, guest lectures and visiting speakers.

**Assessment methods**

Oral Presentations, unseen examinations, written extended essays, posters, portfolio, MCQs, research proposal, reflective log, dissertation, reflective learning diary, viva voce, case study.

**D. Other skills relevant to employability and personal development**

D1. Use IT software and database to identify, access, apply, and evaluate information from a range of media sources
D2. Apply a critical-reflective approach to the analysis and evaluation of arguments and data
D3. Communicate ideas and arguments effectively, both orally and in writing, and use appropriate and engaging presentation techniques
D4. Demonstrate initiative and independence when learning autonomously and as part of a group
D5. Display a range of transferable skills to support life-long learning and employability in a range of contexts such as effective self, time and priority management, inter-personal negotiation, and effective communication when planning objectives and attaining outcomes

**Teaching and Learning Methods**

Lectures, workshops, skills action plans, case study analysis, interactive research activity, group debate, peer assessment, source searches, career plans, field trip visits to key institutions, revision sessions, study skills support sessions, quantitative and qualitative research methods, handling primary and secondary sources, mock trial, annotated bibliographies, guest lectures and visiting speakers.

**Assessment methods**

Oral Presentations, unseen examinations, written extended essays, posters, portfolio, MCQs, research proposal, reflective log, dissertation, reflective learning diary, viva voce, case study.

**13. Programme Structures**

<table>
<thead>
<tr>
<th>Level</th>
<th>Module Code</th>
<th>Module Title</th>
<th>Credit rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 6</td>
<td>CJ3003, CJ3004</td>
<td><strong>Compulsory</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dissertation</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diversities, Discrimination and Justice in the UK</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>CJ3001, CJ3002, CJ3005, CJ3006</td>
<td><strong>Options: choose TWO</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Perspectives on Cybercrime Crimes of the Powerful</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gendered Violence, Crime and Justice</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Trafficking in Vulnerable Persons</td>
<td>30</td>
</tr>
</tbody>
</table>

**14. Awards and Credits**

Bachelor Honours Degree in Criminology and Criminal Justice
Requires 360 credits, including a minimum of 220 at Level 5 or above, and at least 100 at Level 6

Bachelor Degree in Criminology and Criminal Justice
Requires 320 credits including a minimum of 180 at Level 5 or above and 60 at Level 6
## Level 5

<table>
<thead>
<tr>
<th>Code</th>
<th>Compulsory</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ2030</td>
<td>Theory and Research Methods in Criminology</td>
<td>30</td>
</tr>
<tr>
<td>CJ2031</td>
<td>Understanding Policing and Security</td>
<td>30</td>
</tr>
<tr>
<td>CJ2032</td>
<td>Perspectives on Prisons and Society</td>
<td>30</td>
</tr>
<tr>
<td>CJ2033</td>
<td>Youth Justice</td>
<td>30</td>
</tr>
</tbody>
</table>

### Diploma of Higher Education in Criminology and Criminal Justice
- Requires 240 credits including a minimum of 100 at Level 5 or above

## Level 4

<table>
<thead>
<tr>
<th>Code</th>
<th>Compulsory</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ1010</td>
<td>Crime and Justice in Society</td>
<td>30</td>
</tr>
<tr>
<td>CJ1011</td>
<td>Morality and Criminal Justice</td>
<td>30</td>
</tr>
<tr>
<td>CJ1012</td>
<td>Key Approaches in Criminology: Socio-Cultural Perspectives</td>
<td>30</td>
</tr>
<tr>
<td>CJ1013</td>
<td>Criminal Justice in Action</td>
<td>30</td>
</tr>
</tbody>
</table>

### Certificate of Higher Education
- Requires 120 credits at level 4 or above

## Level 3

<table>
<thead>
<tr>
<th>Code</th>
<th>Compulsory</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LWC018</td>
<td>Academic Skills in Higher Education</td>
<td>30</td>
</tr>
<tr>
<td>LWC017</td>
<td>Key Issues in Law and Criminology</td>
<td>30</td>
</tr>
<tr>
<td>LWC001</td>
<td>Options</td>
<td></td>
</tr>
<tr>
<td>LWC006</td>
<td>Family Relationships and the Law</td>
<td>20</td>
</tr>
<tr>
<td>LWC012</td>
<td>Current Issues in Human Rights</td>
<td>20</td>
</tr>
<tr>
<td>PSC005</td>
<td>Introduction to Business Law &amp; commercial awareness</td>
<td>20</td>
</tr>
<tr>
<td>MLC001</td>
<td>Introduction to Psychology</td>
<td>20</td>
</tr>
<tr>
<td>SOC101</td>
<td>Skills for language students</td>
<td>20</td>
</tr>
<tr>
<td>CJC002</td>
<td>An Introduction to Criminology</td>
<td>20</td>
</tr>
</tbody>
</table>

### Successful completion of 120 credits on this Foundation year allows a choice of progression routes onto a range of undergraduate programmes offered by Lancashire Law School, including:

- LLB (Hons) Law
- LLB (Hons) Law with Criminology
- LLB (Hons) Law with Business
- LLB (Hons) Law with Psychology
- LLB (Hons) Law with International Studies
- BA (Hons) Criminology and Criminal Justice
- BA (Hons) Criminology and Sociology

## 15. Personal Development Planning

Support for personal development planning, and the acquisition of transferable skills, is integrated into the programme by means of specific skills elements built into individual modules; a structured academic advisor and support system; and a range of extracurricular opportunities and activities to reinforce and extend curricular provision.

All modules include a number of structured activities that support formative learning through the development of a range of study skills which support writing, researching, reading, note-taking, oral presentations, negotiation, client interviewing, plagiarism avoidance, CV writing, writing blogs, leadership, peer mentoring, networking, critical reasoning, legal research and citation practice, project planning, professional client care, evaluating web sources, Boolean searches of online data bases, debating, group and teamwork, reflective diaries. Students are expected to demonstrate increased levels of competence when they apply and extend these skills in different modules and across different levels. Competence is demonstrated in a number of ways such as reflective and
Critical portfolios, summative assessment, formative assessment of learning in small group classes. Feedback on all summative assessments includes formative 'feed forward' comments for students to reflect and act on in the future to improve their knowledge and general skill set. One of the foundations of the teaching philosophy underpinning all modules is that specialist and abstract ideas and knowledge should be placed within a broader social, political, economic, philosophical, and historical context and links to ‘real life experience’ should be made at every available opportunity so students can ground their knowledge in practical reasoning of relevance to their future employment.

The Academic Advisor system provides a structure within which the outcomes from structured activities, feedback from summative and formative assessment, and curricular engagement is discussed, reflected upon, and captured so students can use the data to support career planning, skills audits to identify strengths and gaps, and prepare job application forms and engage with, and network at, careers fairs. Students are allocated to an academic member of staff for 3 years to support continuity in relationship building. Up to four meetings are scheduled over the course of each academic year. Plans, goals and objectives are agreed at the start of the academic year and the meetings allow students to reflect on progress and identify evolving objectives. An individual learning plan is agreed and this captures experiences, attainment, targets, reflections, and evidence to support development and extension of skills of relevance to future career pathways. Students are therefore encouraged to start thinking about their employability early in the academic cycle and to use both curricula and extra-curricular experiences as opportunities to reflect on as material to evidence skills, values, attributes, and values of use in future graduate employment.

Finally, students are encouraged to extend their curricula skills by engaging with extra-curricular opportunities which allow different dimensions of their personality and skill set to develop in a more rounded way. The School provides opportunities for field trip visits to regional, national and international institutions to enable students to contextualise their learning within broader cultural and institutional contexts; bespoke employability events and activities are arranged which focus on networking and professionalism (Law, Criminology, Criminal Justice careers fairs), aspirational learning (visiting speakers, alumni, University fellows speaking about their work, current issues, and their career journey), participation in competitive competitions for openings/finance (e.g., scholarships, contracts).

16. Admissions criteria *

(*Correct as at date of approval. For latest information, please consult the University’s website.

The University’s minimum standard entry requirements for degree level study is a 12 point profile, made up from one of the following:

- At least two A2 level subjects
- One A2 level subject plus on single award Advanced VCE
- One double or two single award(s)
- Advanced VCE

Other acceptable qualifications include:

- Scottish Certificate of Higher Education
- Higher grade passes
- Irish leaving certificate Higher Grade
- International Baccalaureate
- BTEC National Certificate/Diploma
- Kite marked Access Course

112 Points at A2. DMM at QCFBED. D*D* at QCFBD. Pass Access to HE with 112 UCAS Points. Pass IB Dip inc 112 pts from HL subjects. IELTS grade 6 with no subscore lower than 5.5. 5 GCSEs at grade C/4 inc Maths and English or equivalent

Refer to Section B3.10 of the academic regulations and general entry requirements rather than specific A level points as these can change.
In line with our support of Access to Higher education your application will be considered without this if you can show the ability to enjoy and benefit from degree level studies. We look for alternative or professional qualifications, life experience, motivation and commitment. If you have not studied recently, you may be given a key skills assessment to enable the teaching team to direct support appropriately.

Applications from individuals with non-standard qualifications or relevant work/life experience who can demonstrate the ability to cope with and benefit from degree level studies are welcome. In some cases these non-standard qualifications and experiences can be treated as Accredited Prior Learning or Accredited Prior Experiential Learning (APL/APEL) and form the basis of exemptions from modules in the degree programme. If you have not studied recently you may need to undertake foundation entry programme first. For details of those offered by the University, please contact Course Enquiries on 01772 892400.

17. Key sources of information about the programme

- School Webpage: [www.uclan.ac.uk/courses/depts.htm](http://www.uclan.ac.uk/courses/depts.htm)
- School Contact: Subject leader tel. 01772 89 3936
- Entry in UCLAN undergraduate prospectus
- Entry in School/ Faculty undergraduate course publicity material
- Entry in undergraduate course directories
- UCO (Oldham College) [www.ucp.oldham.ac.uk/courses](http://www.ucp.oldham.ac.uk/courses)
- Burnley College [https://www.burnley.ac.uk/UCLan-Courses-Available-social-sciences/](https://www.burnley.ac.uk/UCLan-Courses-Available-social-sciences/)
<table>
<thead>
<tr>
<th>Level</th>
<th>Module Code</th>
<th>Module Title</th>
<th>Core (C), Compulsory (COMP) or Option (O)</th>
<th>Knowledge and understanding</th>
<th>Programme Learning Outcomes</th>
<th>Other skills relevant to employability and personal development</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>A1</td>
<td>A2</td>
<td>A3</td>
</tr>
<tr>
<td>LEVEL 6</td>
<td>CJ3001</td>
<td>Perspectives on Cybercrime</td>
<td>O</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td></td>
<td>CJ3002</td>
<td>Crimes of the Powerful</td>
<td>O</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td></td>
<td>CJ3003</td>
<td>Dissertation</td>
<td>COMP</td>
<td>X</td>
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<td>X</td>
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<td></td>
<td>CJ3004</td>
<td>Diversities, Discrimination and Justice in the UK</td>
<td>COMP</td>
<td>X</td>
<td>X</td>
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<tr>
<td></td>
<td>CJ3005</td>
<td>Gendered Violence, Crime and Justice</td>
<td>O</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td></td>
<td>CJ3006</td>
<td>Trafficking in Vulnerable Persons</td>
<td>O</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>LEVEL 5</td>
<td>CJ2030</td>
<td>Theory and Research Methods in Criminology</td>
<td>COMP</td>
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<td>X</td>
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<tr>
<td></td>
<td>CJ2031</td>
<td>Understanding Policing and Security</td>
<td>COMP</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td></td>
<td>CJ2032</td>
<td>Perspectives on Prisons and Society</td>
<td>COMP</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>CJ2033</td>
<td>Youth Justice</td>
<td>COMP</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>LEVEL 4</td>
<td>CJ1010</td>
<td>Crime and Justice in Society</td>
<td>COMP</td>
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<tr>
<td></td>
<td>CJ1011</td>
<td>Morality and Criminal Justice</td>
<td>COMP</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td></td>
<td>CJ1012</td>
<td>Key Approaches in Criminology: Socio-Cultural Perspectives</td>
<td>COMP</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>CJ1013</td>
<td>Criminal Justice in Action</td>
<td>COMP</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</table>
Learning outcomes for the award of: Certificate of Higher Education

<table>
<thead>
<tr>
<th><strong>A. Knowledge and Understanding</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A2. Outline and explain key theories, concepts, principles, and methodologies that inform an understanding of the meaning of ideas, institutions, processes, and decision making in the criminal justice system</td>
<td></td>
</tr>
<tr>
<td>A4. Outline and explain key themes informing policy debates about crime, victimisation, policing, deviance, justice, imprisonment, inequality, gender divisions, social diversity, morality of punishment, and human rights</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>B. Subject-specific skills</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>B1. Demonstrate skills of expression, research, and an ability to communicate in an evidenced and well-structured manner</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>C. Thinking Skills</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>C3. Identify, source, apply, and evaluate relevant primary and secondary materials</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>D. Other skills relevant to employability and personal development</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>D1. Use IT software and database to identify, access, apply, and evaluate information from a range of media sources</td>
<td></td>
</tr>
<tr>
<td>D4. Demonstrate initiative and independence when learning autonomously and as part of a group</td>
<td></td>
</tr>
</tbody>
</table>
## Learning outcomes for the award of: Diploma of Higher Education in Criminology and Criminal Justice

### A. Knowledge and Understanding

| A1. | Summarise key themes, theories, and developments in academic criminology and formulate arguments when stimulated by questions about contemporary issues and policies within the domestic and international criminal justice system |
|-----|
| A2. | Outline and explain key theories, concepts, principles, and methodologies that inform an understanding of the meaning of ideas, institutions, processes, and decision making in the criminal justice system |
| A4. | Outline and explain key themes informing policy debates about crime, victimisation, policing, deviance, justice, imprisonment, inequality, gender divisions, social diversity, morality of punishment, and human rights |

### B. Subject-specific skills

| B1. | Demonstrate skills of expression, research, and an ability to communicate in an evidenced and well-structured manner |
|-----|
| B2. | Select, apply, and evaluate a range of criminological theories and methodologies when analysing key themes and developments in theoretical criminology and policies informing changes in the criminal justice system |

### C. Thinking Skills

| C2. | Engage with relevant criminological literature and associated conceptual and theoretical issues, core debates and perspectives which comprise the subject area |
|-----|
| C3. | Identify, source, apply, and evaluate relevant primary and secondary materials |

### D. Other skills relevant to employability and personal development

| D1. | Use IT software and database to identify, access, apply, and evaluate information from a range of media sources |
D3. Communicate ideas and arguments effectively, both orally and in writing, and use appropriate and engaging presentation techniques

D4. Demonstrate initiative and independence when learning autonomously and as part of a group
### A. Knowledge and Understanding

**A1.** Summarise key themes, theories, and developments in academic criminology and formulate arguments when stimulated by questions about contemporary issues and policies within the domestic and international criminal justice system.

**A2.** Outline and explain key theories, concepts, principles, and methodologies that inform an understanding of the meaning of ideas, institutions, processes, and decision making in the criminal justice system.

**A3.** Explain and evaluate the development of criminological ideas and policies and identify how social, political, economic, and historical contexts impact on the nature and direction these developments take.

**A4.** Outline and explain key themes informing policy debates about crime, victimisation, policing, deviance, justice, imprisonment, inequality, gender divisions, social diversity, morality of punishment, and human rights.

### B. Subject-specific skills

**B1.** Demonstrate skills of expression, research, and an ability to communicate in an evidenced and well-structured manner.

**B2.** Select, apply, and evaluate a range of criminological theories and methodologies when analysing key themes and developments in theoretical criminology and policies informing changes in the criminal justice system.

**B3.** Apply effective strategies when planning research and selecting appropriate methods.

### C. Thinking Skills

**C1.** Evaluate critically core criminological themes, issues, and developments in the context of theory, policy, and practice.
| C2. | Engage with relevant criminological literature and associated conceptual and theoretical issues, core debates and perspectives which comprise the subject area |
| C3. | Identify, source, apply, and evaluate relevant primary and secondary materials |

**D. Other skills relevant to employability and personal development**

| D1. | Use IT software and database to identify, access, apply, and evaluate information from a range of media sources |
| D2. | Apply a critical-reflective approach to the analysis and evaluation of arguments and data |
| D3. | Communicate ideas and arguments effectively, both orally and in writing, and use appropriate and engaging presentation techniques |
| D4. | Demonstrate initiative and independence when learning autonomously and as part of a group |
| D5. | Display a range of transferable skills to support life-long learning and employability in a range of contexts such as effective self, time and priority management, inter-personal negotiation, and effective communication when planning objectives and attaining outcomes |
# Programme Specification

<table>
<thead>
<tr>
<th>1. Awarding Institution / Body</th>
<th>University of Central Lancashire</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Teaching Institution and Location of Delivery</td>
<td>University of Central Lancashire</td>
</tr>
<tr>
<td>3. University Department/Centre</td>
<td>Lancashire Law School</td>
</tr>
<tr>
<td>4. External Accreditation</td>
<td>None</td>
</tr>
<tr>
<td>5. Title of Final Award</td>
<td>LLB (Hons) Law (FE) (non-award bearing programme: initial stage of a 4 year degree course)</td>
</tr>
<tr>
<td>6. Modes of Attendance offered</td>
<td>Full time\part time</td>
</tr>
<tr>
<td>7. UCAS Code</td>
<td>M101</td>
</tr>
<tr>
<td>8. Relevant Subject Benchmarking Group(s)</td>
<td>Law</td>
</tr>
<tr>
<td>9. Other external influences</td>
<td>Law Subject Benchmarks</td>
</tr>
<tr>
<td>10. Date of production/revision of this form</td>
<td>January 2017</td>
</tr>
<tr>
<td>11. Aims of the Programme</td>
<td></td>
</tr>
<tr>
<td>• To equip the student with a broad range of transferable, legal and academic skills that will facilitate entry onto the undergraduate honours programme.</td>
<td></td>
</tr>
<tr>
<td>• To enable the student to gain confidence as an independent learner and the ability to reflect on his\her own range of skills and knowledge.</td>
<td></td>
</tr>
</tbody>
</table>
• To provide an introduction to key issues in the areas of law and criminology
• To encourage the student to identify and pursue further learning opportunities and/or employment

12. Learning Outcomes, Teaching, Learning and Assessment Methods

A. Knowledge and Understanding
On successful completion of the programme the students will have;

A1. An appreciation of the skills necessary to undertake degree level study, including basic IT skills
A2. Knowledge and understanding of the principles that underpin the English legal system
A3. Knowledge and understanding of the purpose of law in modern society
A4. Knowledge and understanding of the role of law in specific circumstances e.g. Family life, Business, Human Rights

Teaching and Learning Methods
A range of teaching and learning methods will be used including seminars, workshops, role play, debates, case studies, library and research exercises including use of IT.

Assessment methods
Students ability to demonstrate learning outcomes will be through unseen examinations, coursework, mooting (mock trials), presentation, peer and self evaluation.

B. Subject-specific skills
On completion of the programme the students will be able to:

B1. Demonstrate basic competence in legal research methods including use of electronic sources.
B2. Communicate through mock trials, legal debate and presentations
B3. Write and make presentations about legal issues
B4. Work as a team member and appreciate others’ sensibilities

Teaching and Learning Methods
A range of teaching and learning methods will be used, specifically for the legal skills, mooting (mock trials), library exercises and debate.

Assessment methods
Students ability to demonstrate learning outcomes will be through unseen examinations, coursework, mooting (mock trials), library exercises, peer and self evaluation

C. Thinking Skills
On completion of the programme the students will be able to:
C1. Select and collate information from different sources
C2. Communicate ideas in various forms
C3. Plan and conduct specific projects using problem solving methods.
C4. Reflect on their own understanding and begin to develop critical judgements.

**Teaching and Learning Methods**

A range of teaching and learning methods will be used including seminars, workshops, role play, debate, case studies library and research exercises including use of IT.

**Assessment methods**

Students ability to demonstrate learning outcomes will be through unseen examinations, coursework, mooting (mock trials), library exercises, peer and self evaluation.

**D. Other skills relevant to employability and personal development**

On completion of the programme the students will be able to:

D1. Work autonomously and as part of a team and manage time effectively
D2. Communicate proficiently and effectively
D3. Demonstrate enhanced transferable and academic skills.
D4. Self-assess progress and personal development.

**Teaching and Learning Methods**

A range of teaching and learning methods will be used including seminars, workshops, role play, debate, case studies, library and research exercises

**Assessment methods**

Students ability to demonstrate learning outcomes will be through unseen examinations, course work, mooting (mock trials), portfolio, peer and self evaluation.

**Programme Structures**

<table>
<thead>
<tr>
<th>Level</th>
<th>Module Code</th>
<th>Module Title</th>
<th>Credit rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3</td>
<td>LWC018</td>
<td><strong>Compulsory Modules</strong></td>
<td>30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Academic Skills in Higher Education</td>
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</tr>
<tr>
<td></td>
<td>LWC017</td>
<td>Key Issues in Law and criminology</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>LWC001</td>
<td>Optional Modules</td>
<td>20</td>
</tr>
<tr>
<td></td>
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<td>Family Relationships and the Law</td>
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**14. Awards and Credits**

Successful completion of the Foundation entry programme requires 120 credits.

Successful completion of the course leads to progression onto any of the Undergraduate programmes offered by Lancashire Law School
LLB (Hons) Law
LLB (Hons) Law with Criminology
LLB (Hons) Law with Business
15. Personal Development Planning

Personal development planning is supported through the compulsory modules. Students will engage with the process of personal reflection and planning. Students will meet their Academic Advisor to reflect on and plan their future careers.

16. Admissions criteria

There are no formal educational or special knowledge requirements for entry onto the foundation year. Applicants are expected to show a strong desire and ability to study and be prepared to make a commitment to four years of undergraduate study. Applicants will be considered on an individual basis, normally through informal interview and may be asked to produce a piece of written work to help us to assess their ability to benefit from the programme. Applicants will have to demonstrate that they will benefit from the course and that they have a good grasp of the English language, which should be at or above 6.0 IELTS or equivalent.

17. Key sources of information about the programme

- Lancashire Law School Website – www.uclan.ac.uk/facs/class/legalstu/index.htm
- Lancashire Law School Office – Telephone 01772 893062
- Course Leader Hilary Chadwick
- Fact Sheet - available from Admissions or Law School Office.
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