Course Handbook
BA (Hons) International Journalism
2017-18

Course Leader: Dr Andrew Hobbs
School of Journalism, Media & Performance
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

Welcome to the School of Journalism, Media and Performance at the University of Central Lancashire, and to the BA (Hons) International Journalism programme. We hope you will enjoy this exciting and challenging programme of studies, which will enable you to develop socially and intellectually, and will prepare you for jobs in journalism and other communication careers.

You will learn practical skills for the rapidly changing craft of journalism in international situations, and you will learn thinking skills to enable you to reflect on what you do. You will gain knowledge – of international politics, society and law – and develop attitudes of high ethical standards, adaptability, creativity and professionalism.

Your learning starts with this handbook. You are setting out into unknown territory and this is the map that will guide your progress. It is a journey with many twists and turns and, probably, some unexpected difficulties. Thorough study of the handbook will ensure that you have a clear picture of where you are going and where you are at any particular time.

You will see that as the course progresses there are opportunities for you to pursue options and other avenues that enable you to direct your route in directions that best suit your needs. We hope you will take full advantage of these to enhance and extend your learning and your opportunities.

Although this course will prepare you for a career in journalism, the degree does not by itself guarantee a job in the field. It is important that you work hard and attend all teaching sessions. There are many extra-curricular opportunities available at UCLan to develop your skills and enhance your employability. Get involved in student media; attend our prestigious guest lectures; apply for our bursaries for international projects; study abroad; enjoy professional work placements. Take advantage of our ‘cJAM’ employability event- Careers in Journalism and Media. This brings together students, distinguished alumni from UCLan and leading media companies to network, pitch ideas and win work placements. UCLan is proud of the journalists it has nurtured over the past 50 years. We hope you enjoy your time with us and make the most of the opportunities we offer.
1.1 Rationale, aims and learning outcomes of the course

BA (Hons) International Journalism draws on more than 50 years of journalism training and education at UCLAN. We have educated thousands of journalists who now work, often in senior positions, in news organisations in the UK and across the world.

The course has been designed to meet the needs of students who wish to learn practical and academic skills that relate to three aspects of international journalism:

- news activities in many different countries
- journalism as a business
- the reporting of international events and issues.

For those students who do not wish to pursue a career in journalism, the course provides them with knowledge of the important roles of the news industries in society, and advanced communication skills that will enhance their career prospects or equip them for further study.

We would emphasise that this course is intended to produce ‘life-long learners’. That is, graduates who can think about journalism as well as do journalism. This is the reason that the course insists that you reflect on the processes that underpin journalism practice and analyse them to learn more about their social consequences.

It is these skills of 'learning how to learn' that will help you develop and progress in your lives and careers. And, as a thinking journalist, we hope that you will contribute to improving the quality of journalism and its impact on building better and fairer societies.

The multinational and multicultural mix of students on this course is one of its greatest strengths. Students learn from each other and challenge their own ideas about culture, nationality and values. You will also make friends and contacts around the world who will help you throughout your lives and careers.

The course has been carefully designed to help you gain particular knowledge, skills and attitudes.

The course aims to equip students with practical and analytical skills and knowledge of journalism production in international settings and contexts.

Aims of the Course

1. To equip students from around the world to be multi-media journalists, ready for increasingly globalised careers in journalism, media/creative industries and other allied careers.
2. To develop international journalism practitioners who are independent learners, and to encourage the development of critical thinking, reasoning, research and communication skills.
3. To develop students’ understanding of the legal, regulatory and ethical contexts of journalism around the world, and to encourage students to reflect critically on their own practice.
4. To provide a flexible learning environment that supports personal development and growth both as an individual and as part of an international team.
Learning Outcomes

By the end of the course, this is what we expect you to have learned as a result of the teaching you receive:

A.  Knowledge and Understanding
On successful completion of this programme the student will have:
A1. Knowledge of the international development, economics, structures and operation of the media.
A2. An understanding of how a journalist works and how content is obtained, written, edited and presented across platforms.
A4. An understanding of theoretical and conceptual issues that relate to journalism across cultures.
A5. Knowledge of ‘journalism English’.

B.  Subject-specific skills
On successful completion of this programme the student will be able to:-
B1. Select, gather and produce content for a range of media and audiences.
B2. Use a range of technical equipment and practical skills in the media production process.
B3  Apply key journalism practices, including writing, interviewing, presentation and other industry specific skills, across cultures.
B4. Apply editorial judgement to a range of content and outputs, across cultures.

C.  Thinking Skills
On successful completion of this programme the student will be able to:-
C1. Select and critically analyse information from a range of primary and secondary sources.
C2. Use theory to analyse journalistic practice and output.
C3 Plan and conduct research and communicate findings.
C4 Construct sound arguments, using appropriate evidence and acknowledging alternative perspectives, and communicate effectively in written, oral and visual forms.
C5 Critically reflect on learning and personal performance.

D.  Other skills relevant to employability and personal development
On successful completion of this programme the student will be:-
D1. Self-confident, organised, curious, determined, flexible and a team player.
D2. An independent thinker, creative, innovative and reflective.
D3. Able to network and collaborate with media professionals across cultures
D4 Able to develop and manage their professional profile as part of their career development.
1.2 Course Team
You will be taught by experts on UK and international journalism, most of them with years of journalistic experience, and many of them internationally respected for their research.

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<thead>
<tr>
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<tr>
<td>Academic team leader for</td>
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<tr>
<td>journalism</td>
<td>Julie is the academic team</td>
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<td>leader for journalism</td>
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Print and online journalism, business/economics of media, media management, media in restrictive regimes, data journalism

Clare is an award-winning investigative journalist with ten years' industry experience on the regional and national press.

Andy Dickinson
ADickinson@uclan.ac.uk
+44 (0)1772 894752

Multiplatform journalism, digital newsroom, social media, documentary, mobile reporting
Andy is in demand as a digital newsroom trainer for national media groups.

Liam Fogarty
WJFogarty1@uclan.ac.uk
+44 (0)1772 895045

Broadcast, political reporting, online journalism
Liam spent more than 20 years with BBC TV and BBC Radio as an editor, producer and news correspondent

Caroline Hawtin
chawtin@uclan.ac.uk
+44 (0)1772 895692

Broadcast, radio production, news
Caroline is an experienced radio journalist, with a background in BBC local radio.

Dr Francois Nel
fpnel@uclan.ac.uk
+44 (0)1772 894758

Print and online journalism, business/economics of media, media management, data journalism
An award-winning journalist and educator with wide international experience, Francois is co-founder of the Digital Editors’ Network.

Dr George Ogola
googola@uclan.ac.uk
+44 (0)1772 894829

Print and online journalism, analysis, research methods, journalism in Africa
George worked for Kenya’s leading newspaper, the East African Standard, before studying at the University of Witwatersrand in South Africa.

Fiona Steggles
FSteggles@uclan.ac.uk
+44 (0)1772 894755

Broadcast, TV production, news, mobile reporting
Fiona is an experienced BBC radio and TV producer, reporter and manager, and also provides training for BBC and ITV.

1.3 Expertise of staff
The course team has wide experience of journalism in the UK, eastern and southern Africa and in Europe, for some of the world’s leading news organisations, including the BBC, regional and national newspapers and magazines. Most of us have practical industry experience, with a mix of expertise across all platforms – print, online, social media, TV and
Some of us are involved in world-leading research, into the past, present and future of journalism. For more details, see our staff profiles at http://www.uclan.ac.uk/schools/journalism-language-communication/staff.php

1.4 Academic Advisor
You will be assigned an Academic Advisor who will provide additional academic 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, including developing skills in self-awareness, reflection and action planning.

1.5 Administration details
Campus Admin Services provides academic administration support for students and staff and are located in the Computing and Technology Building hub which opens from 8.45am until 5.15pm Monday to Thursday and until 4.00pm on Fridays. The hub can provide general assistance and advice regarding specific processes such as extenuating circumstances, extensions and appeals.

Computing and Technology Building
Art, Design and Fashion
Computing
Journalism, Media and Performance
Engineering
telephone: 01772 891994/891995
e-mail: CandTHub@uclan.ac.uk

Allen Building
Medicine
Dentistry
telephone: 01772 895566
e-mail: AllenHub@uclan.ac.uk

Harris Building
Lancashire Law School
Humanities and the Social Sciences
Centre for Excellence in Learning and Teaching
telephone: 01772 891996/891997
e-mail: HarrisHub@uclan.ac.uk

Foster Building
Forensic and Applied Sciences
Pharmacy and Biomedical Sciences
Psychology
Physical Sciences
telephone: 01772 891990/891991
e-mail: FosterHub@uclan.ac.uk

Greenbank Building
Sport and Wellbeing
Management
1.6 Communication

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.

We also communicate with students through the Blackboard virtual learning environment and the course Facebook page at https://www.facebook.com/IJUclan/

You should expect a reply to your emails within 1-2 days. You can meet your lecturers in their office, at set times – see notices on office doors for times and how to make an appointment.

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 this person, their position and home institution can be found below. If you wish to make contact with your External Examiner, you should do this through your Course Leader and not directly. External Examiner reports will be made available to you electronically. 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.

Dean Naidoo, Associate Principal Lecturer, Centre for Journalism, Leeds Trinity University
2. Structure of the course

2.1 Overall structure

This is a three-year full-time degree course, based in Preston, starting in September. There is also a Foundation Entry route, in which students complete a foundation year before joining Year 1. All students are encouraged to do Year 2 in one of our partner universities around the world. You are also encouraged to do work placements, either during vacations or as part of the course, in the UK or around the world.

You are studying for an honours degree. Putting it at its simplest this means that you are expected to:-

- Engage in critical thought, using conceptual and theoretical frameworks.
- Carry out practical work at a high level, demonstrating an appreciation of contexts and issues.
- Learn independently.

Although this is a vocational degree, it is important that you appreciate it is considerably more than a simple ‘how-to-do-it’ training course. You are expected to learn the practical skills of international journalism whilst reflecting on the organisational, social, cultural, political and economic contexts of journalism around the world. This is more simply summed up by one of our key aims: to produce reflective practitioners.

Year one is an introductory level which lays out the basic concepts, methods and contexts of journalism practice and journalism study, as well as giving you the opportunity to carry out practical exercises in journalism and to study a subject of your choice, including foreign languages.

Year two extends and develops your journalism skills, introduces the detailed study of international journalism from multiplatform perspectives and seeks evidence of an increasingly analytical and questioning approach to issues raised by journalism practice. Your choice of optional subjects allows you to begin specialization.

Year three modules enable you to pursue your interest in specific topics or types of journalism, with a choice of practical skills modules and academic research modules, alongside high-level training at industry-entry level.

The full list of options indicated may not all be delivered every year, and this may depend on how many students choose that particular option. When accepting your offer of a place to study on this course, you are accepting that not all of these options will be running. At (or before) the start of each year, you will have an opportunity to discuss your course and preferred options with your tutor. The University will do all it reasonably can to ensure that you are able to undertake your preferred options.
## Year 1

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<th>SEMESTER 1</th>
<th>SEMESTER 2</th>
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<tbody>
<tr>
<td><strong>JN1501</strong> The Professional Journalist 1</td>
<td>All-year (60 credits)</td>
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<tr>
<td><strong>JN1502</strong> The Making of the Media</td>
<td>Semester 1 (20 credits)</td>
<td><strong>JN1503</strong> The Economics of the Media.</td>
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<td>Semester 2 (20 credits)</td>
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<td>1 option, including Media Law and Regulation, Global Politics, a language or a free-choice elective (20 credits).</td>
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### Year 2

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<th>SEMESTER 2</th>
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<tr>
<td><strong>JN2506</strong> The Professional Journalist 2 (International)</td>
<td>20 credits.</td>
<td><strong>JN2507</strong> World Desk 1</td>
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<td>40 credits.</td>
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<td><strong>JN2508</strong> Issues in International Journalism</td>
<td>20 credits.</td>
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You then choose two modules from the following 20-credit modules:

- **JN2514** Global Reporting
- **JN2515** Music Journalism
- **JN2510** Controversies in Journalism
- **JN2511** Data Journalism
- **JN2512** Photojournalism
- Other options/electives

### Year 3

40 credit **JN3506** World Desk 2

Plus 80 credits made up from any of the following:

- **JN3502** Dissertation (40 credits)
- **JN3503** Media Entrepreneurship (40 credits)

Remaining credits, towards a grand total of 120 credits, to be chosen from:

- **JN3509** Reporting Politics and Society
- **JN3511** Future Media
- **JN3512** Constructive Journalism
Module Credits

The course is made up of the credit equivalent of 18 modules and you will study six modules in each of the three years. Each single module has a value of 20 credits. Double modules have a value of 40 credits. To gain an honours degree you need to achieve 120 credits for each year of study- 360 credits in total over the three year period of your degree programme. You will be expected to pass all your module assessments before being allowed to progress to the next year.

Foundation International Journalism

Foundation Entry is an alternative route for those who wish to take an undergraduate honours degree in International Journalism but don’t meet the formal entry requirements. Foundation Journalism is an additional, preliminary year of study which provides the skills and confidence to succeed at Honours degree level. Details of entry requirements can be found on the UCLan website. Candidates with non-standard qualifications will be considered, especially if they have professional or other relevant experience. Following successful completion of the foundation entry year, students can continue onto BA (Hons) International Journalism.

2.2 Modules 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 or double modules with credit allocated up to a maximum of 120 credits per module.

Year 1

Compulsory modules

JN1501 The Professional Journalist 1. All-year, 60 credits.

This practical module introduces you to all the basic skills of journalism — recognising, gathering, writing and sharing stories. You will also learn a range of technical skills, including shorthand, operation of radio and TV equipment, digital tools for online journalism. The emphasis is on multimedia story-telling and you will work across broadcast and digital platforms, including social media and mobile journalism to create and share content. You will practice your journalism within the legal and ethical frameworks in which reporters operate. You will also begin to explore employability opportunities within the professional sector. At
the end of this module, you should be able to report and write accurately on a range of issues for various audiences, across a variety of media platforms

**Assessment:** Portfolio of work, skills audit.

**JN1502 The Making of the Media** Semester 1, 20 credits.
You will explore the past and present of journalism through news and sport case studies, from the UK and overseas. Who are journalists, what do they do, and what pressures do they face? At the same time, you will improve your academic skills including essay writing and presentations.

**Assessment:** Group presentation and essay.

**JN1503 The Economics of the Media.** Semester 2, 20 credits.
The fast-changing technological and commercial landscape of the media means that journalists need to understand the economics of their industry more than ever before. This module introduces students to the principles shaping the media world, helping to equip them to recognise and seize new opportunities.

**Assessment:** Examination, case study

**Optional modules**

To complete your total of 120 credits, choose one 20-credit module from the choices below:

**Media Law and Regulation** Year long, 20 credits
An understanding of the legal and regulatory frameworks within which UK journalists operate gives students the confidence to report freely and ethically. This module is designed around the accreditation requirements of all three UK journalism training bodies: the National Council for the Training of Journalists, the Broadcast Journalism Training Council and the Professional Publishers Association.

**Assessment:** Examination, seminar performance

**PO1109 Global Politics: An introduction to international relations**
You will learn how to understand the big stories on the international agenda and the historical background to the current international system. This module provides the intellectual equipment to analyse international relations, providing vital background for international journalism.

**Assessment:** Presentation, essay.

**AL1101 Beginners French Language and Culture**

**Assessment:** Examinations, speaking/listening test, portfolio
AL1102 Beginners German Language and Culture
Assessment: Examination, speaking/listening test, portfolio

AL1103 Beginners Spanish Language and Culture
Assessment: Examination, speaking/listening test, portfolio

AL1134 Beginners Chinese Language and Culture
Assessment: Examination, speaking/listening test, portfolio

AL1106 Beginners Japanese Language and Culture
Assessment: Examination, speaking/listening test, portfolio

AL1137 Beginners Arabic Language and Culture
Assessment: Examination, speaking/listening test, portfolio

AL1925 Beginners Korean Language and Culture
Assessment: Examination, speaking/listening test, portfolio

Free-choice elective
Choose any elective module from across the university, subject to timetabling and course leader approval.

Year 2

Compulsory modules

JN2506 The Professional Journalist 2 (International) Semester 1, 20 credits.
You will find, report and package international news and features for different platforms (print, online/mobile, social media and broadcast), whilst improving your technical skills. You will develop your writing, reporting, audio-visual, digital and social media skills. You will also develop editing skills, design skills and use industry-standard software. You will learn how to operate in TV and radio studios and in multimedia newsrooms and work as mobile journalists. You will learn how to make judgments of news values, law and ethics, and how to present stories in accurate, creative and entertaining formats.
Assessment: Portfolio of group and individual work, skills audit

JN2507 World Desk 1 Semester 2, 40 credits.
Working as part of a multi-media newsroom, students find international angles to local and regional stories, and local/regional angles to international stories. This is an opportunity to
put into practice your skills and growing understanding of journalism, on live stories in a series of news/features production days. You will also make legal and ethical judgments, and reflect on industry practice and your own personal and professional development.

**Assessment:** Portfolio of group and individual work, skills audit

**JN2508 Issues in International Journalism** Semester 1, 20 credits.
The module examines how political, economic, cultural and regulatory regimes, as well as technology shape journalism practices and development of news media in different regions of the world. Case studies are drawn from both the global North and South. It also explores some of the key issues and debates involved in the reporting of international affairs within UK news media. These include, for example, debates relating to news values, globalisation processes and their impact on media structures and practices, geo-political interests and how these influence the international news agenda.

**Assessment:** Oral presentation and essay.

**Optional modules**
*To complete your total of 120 credits, choose two 20-credit modules from the choices below, in consultation with your course leader:*

**JN2514 Global Reporting** 20 credits
You will study some of the best reporting of international and globalized stories from around the world, learn the basics of globalization and then apply your reporting skills to a story of your choice, connecting the local, regional, national and international threads that connect your story. Where possible, you will work as part of a team of international student journalists from our partner universities in other countries.

**Assessment:** Journalism portfolio, essay

**JN2515 Music Journalism** 20 credits
This module enables students to produce music journalism – typically, reviews of live performances and recorded music, interviews, features and blog posts. You will focus on key outlets for music journalism, the writings of specific music journalists and the means by which a range of music is reviewed, critiqued and promoted. International, national and local music journalism platforms will be analysed to observe their relative functions and target audience. You will study the structure and economics of the music industry and the role of public relations. You will critically analyse and contextualise the diverse range of music journalism across all platforms.

**Assessment:** Portfolio of music journalism and critical analysis

**JN2503 The Business of Journalism** 20 credits
This module builds on the learning from JN1503 Economics of Media. You will be introduced to the core elements of business models of for-profit and not-for-profit journalism enterprises. The module will enable you to describe the financial and operational models of journalistic enterprises. You will also analyse how media firms are innovating to respond to dynamic market conditions.

**Assessment:** Essay and report

**JN2510 Controversies in Journalism** 20 credits
This module enables you to recognise the ethical and other professional issues faced by journalists within liberal democracies. Through analysis of practice codes and their application, together with the academic and professional debates around objectivity, ideology, accuracy, transparency, sourcing and bias, you will be able to make informed decisions on them in your practical work.

**Assessment:** Essay and essay with presentational component

**JN2511 Data Journalism** 20 credits
This module explores the development, principles and contemporary practice of data journalism. You will gain a practical understanding of the way data and the digital tools available to process and present data can be used as part of the journalistic process. You will also explore the historical context and development of data journalism to critically assess the professional, legal and ethical issues as they relate to current practice.

**Assessment:** Data journalism package and critical analysis

**JN2512 Photojournalism** 20 credits
Learn the basics of photojournalism, including composing, shooting, editing and presenting photographs. Understand and use a digital SLR camera, basic editing software, and preparing images for publication online and in print, and learn how to work within legal and ethical guidelines.

**Assessment:** Portfolio, critical analysis essay

**HY2099 America and the World 1898-2001** 20 credits
You will explore the major events in US foreign policy from the Spanish-American War of 1898 to the terrorist attacks of 11 September 2001, learn how the United States emerged from being a minor player in international affairs to dominating the post Second-World War world, and examine the national ‘style’ of foreign policy and how foreign policy is made in the United States.

**Assessment:** Book/article review, essay, examination.

**EF2321 Upper Intermediate English 1** 20 credits
Students will develop productive (speaking and writing) and receptive skills (reading and listening) to enhance their communicative ability. Grammar consolidation and vocabulary extension appropriate to moving on from B2 (CEFR) level are also included to enhance accuracy. An introduction to colloquial language will also feature as the module aims to encourage students to participate actively in an English speaking environment. Students will also be encouraged to become independent language learners.

**Assessment:** spoken exam, listening, reading & writing examination, language learning log

**Free-choice elective**
Choose any elective module from across the university (including a foreign language), subject to timetabling and course leader approval.
Year 3

Compulsory modules

JN3506 World Desk 2 40 credits, year-long

This module will continue to develop students to work independently and as newsroom team members to produce innovative and creative international content to a professional standard. They will hone their multimedia skills as researchers, reporters, writers and producers and develop their technical skills to an advanced level. They will develop their editorial and management skills and their application of ethical, legal and regulatory frameworks in the production of content. Employability will be enhanced through this process. Students will critically evaluate, analyse and reflect upon their learning, their understanding of academic theory and pedagogy within the course and how this synthesizes with the professional practice required of a journalist.

Assessment: Individual portfolio of multimedia journalism, group multimedia project

Optional modules

Remaining credits, towards a grand total of 120 credits, to be chosen from:

JN3502 Dissertation 40 credits

You will draw upon previous learning to initiate and undertake a sustained research-based study of your choice in the field of journalism and to critically engage with a substantial body of academic work.

Assessment: Research proposal and 8,000 word dissertation.

JN3503 Media Entrepreneurship 40 credits

This module aims to provide students with the opportunity to develop a case for an entrepreneurial media product or service. They will blend instruction in general entrepreneurship concepts with how the Internet and digital technologies are transforming media economics, using recent news and communication start-ups as case studies for applying entrepreneurial principles. Students will identify, develop and pitch ideas for media businesses; research and develop a detailed business plan; and create a prototype or wireframe to illustrate their product or service.

Assessment: Business concept and business plan

JN3511 Future Media 20 credits

Explore how new media technologies are shaping the character of journalism and journalistic practices. You will be introduced to key policy debates and issues relating to emerging media technologies and practices. You will critically engage with the changing regulatory, legal, and ethical frameworks involving new media production, distribution and consumption. You will explore the challenges and prospects for new media platforms and journalism such as mobile journalism, computational journalism, precision/scientific journalism and the changing nature of journalistic work. You will explore the changing ideas of professional journalistic identity.

Assessment: Oral presentation, essay
**JN3512 Constructive Journalism** 20 credits
This module will equip students with practical and intellectual skills necessary to work as journalists in the fields of media, NGOs or national and international governmental bodies. You will be introduced to a range of critical approaches to the role of the media in conflict resolution, human rights and other social issues. The module will enable you to apply approaches used in peace journalism, ‘solutions journalism’ and ‘constructive journalism’ in your practical reporting.
**Assessment:** Critical essay, portfolio of journalistic output

**JN3516 Work Placement** 20 credits
**Assessment:** 120 hours’ work experience, logbook, reflective essay

**JN3509 Reporting Politics and Society**
This module introduces students to the constitutional framework, structures and institutions of central and local government and other public bodies in the UK. This module is designed around the accreditation requirements of all three UK journalism training bodies: the National Council for the Training of Journalists, the Broadcast Journalism Training Council and the Professional Publishers Association. Students will also learn how to access information from public bodies, how to use it to produce topical stories and how to present the material in a way that is engaging and relevant to the audience.
**Assessment:** A series of short essays and an examination

**JN3513 Specialist Journalism**
This module aims to equip students to appraise the audience and other market dynamics within a niche context. You will learn the specialist skills needed to create content for a niche context. The module will equip you with the advanced skills to enable you to perform as responsible working journalists with a critical understanding of the different demands of specialist content. The module will foster critical thinking on the evolution and development of journalism.
**Assessment:** Reflective report, portfolio

**MK3040 Campaign Planning**
This marketing module enables students to plan campaigns within an integrated marketing communications framework. You will critically review current theory and practice and use this to develop strategies in a case study company. You will learn about marketing campaigns in the new digital age, including international aspects, the brand and its expression, market research, understanding the target audience, developing the message to be on-target, and campaign tools including advertising, public relations, sponsorship and social media.
**Assessment:** Case study, reflection, coursework.

**Free-choice elective**
Choose any elective module from across the university (including a foreign language), subject to timetabling and course leader approval.
2.3 Course requirements

Students are required to pass ALL modules in Year 1 in order to progress to Year 2. Students are required to pass ALL modules in Years 2 and 3 in order to qualify for a degree. A single module which has been failed may be re-taken the following year but must then be passed.

You can find detailed information about qualifications from your country to gain entry to one of our course on the ‘find your country’ feature on our website. Any reference to typical entry qualification or grades are provided as a guide only. There is no guarantee that applicants who have, or are predicted to achieve, grades equivalent to or exceeding typical offer will be made an offer by UCLan.

As a Tier 4 sponsor, the University is responsible for assessing all applicants’ English ability to the required standard and for obtaining verification of this in the form of a recognised test or qualification. In line with UKVI requirements, when a student is taking a SELT such as IELTS, the International Office request minimum scores in each component of the test as a requirement of sponsoring Tier 4 student visas.

Applicants who do not have English as their native language or a prior qualification delivered entirely in English will need to have passed the IELTS test at 6, with no component lower than 5.5. For details of visa requirements for students from outside the European Union, go to: https://www.gov.uk/tier-4-general-visa

2.3 Progression Information

Discussions about your progression through the course normally take place in February 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.

2.4 Study Time

2.4.1 Weekly timetable

Timetables for each year of study are accessible by each student individually through the university’s intranet. Go to MyUCLan and follow the link.

2.4.2 Expected hours of study

20 credits is a standard module size and equals 200 notional learning hours.

The normal amount of work involved in achieving a successful outcome to your studies is to study for 10 hours per each credit you need to achieve – this includes attendance at UCLan and time spent in private study. A typical working week may include lectures, seminars and practical workshops.

News can break at any time and like any professional journalist, you will be expected to cover it when it happens, if you are taking part in news days or practical seminars. On this course there will be many occasions when you will need to work at weekends and evenings in order to assemble reports and interviews. Research and project based modules will
demand more private study and formal contact time with staff may be limited to tutorials and
supervision sessions. Outside teaching hours you may also need to spend time completing
work placements. It is important that you plan your week and learn to manage your time
carefully in order to complete your studies successfully.

2.4.3 Attendance Requirements

You are required to attend all timetabled learning activities for each module. Students should report non-attendance to the hub email –
CandTHubAttendance@uclan.ac.uk or by telephoning the hub on
01772 891994 or 01772 891995.

International students should be aware of their responsibilities under the UK Border
Agency (UKBA), Points Based System (PBS). You MUST attend your course of study
regularly; under PBS, UCLan is obliged to tell UKBA 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. Student attendance is
monitored through a university data system called SAM (Student Attendance Monitoring).
You can check your attendance record online through myUCLan.

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 records and be dishonest. Any student who is found to make false entries can
be disciplined under the student guide to regulations.
3. Approaches to teaching and learning

3.1 Expertise of staff

See Section 1.2 Course Team above.

3.2 Learning and teaching methods

Teaching and learning will be delivered through lectures, practical workshops, newsdays, seminars, case studies and placements. The syllabus includes practical elements, such as news judgement, news sources, reporting and writing skills, interviewing, and print, radio, TV and online production techniques. Journalism support subjects include shorthand, media law and ethics.

Consideration of theories and perspectives of the role of journalists in society, the structure of society and government organisations, ethical issues and communication studies underpin the practical elements of the course. This means that you will undertake a varied pattern of study and learning. At any one time you may be operating as a student journalist, producing news or reporting on a wide range of stories and issues in realistic newsroom conditions, while also examining and considering academic approaches to political, economic, social and cultural aspects of news and journalism. You are expected to make full use of resources in the Library and online to prepare for classes and to follow up your classes in your own time.

3.3 Study skills

Study skills such as reading academic material, note-taking, finding literature, academic writing and presentation skills are all taught in Year 1 modules, and reinforced in later years.

Further help is also available from WISER
http://www.uclan.ac.uk/students/study/wiser/index.php

3.4 Learning resources

3.4.1 Learning Information Services (LIS)

Extensive resources are available to support your studies provided by LIS. Take advantage of the free training sessions to gain all the skills you need for your research and study.

3.4.2 Electronic Resources

LIS provide access to a huge range of electronic resources – TV and radio broadcasts on demand, Lynda.com skills training videos, e-journals and databases, e-books, images and texts. You will be expected to use Blackboard, a Virtual Learning Environment, to keep up to speed with many of your modules.

3.5 Personal development planning

You will be encouraged to understand more about how you learn and what you learn, to review, plan and take responsibility for your own learning - to improve your personal, educational and career development. This happens during timetabled classes, in your own time, and during regular meetings with your Academic Adviser.
3.6 Preparing for your career

At UCLan, we are proud of our excellent employment record and the fantastic careers our graduates achieve. Our graduates work in a variety of roles in news and the creative industries. Our alumni have become editors, producers and digital journalists; some have established their own companies. The skills you learn will equip you to work as a journalist but those skills are also transferrable to many other associated careers such as teaching or PR and marketing. 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. Academic staff work with the UCLan Careers team to provide students with employability advice and opportunities and assistance in finding work placements and internships. This is not extra to your degree, but an important part of it which will help you to show future employers just how valuable your degree is. These “Employability Essentials” take you on a journey of development that will help you to write your own personal story of your time at university:

- To begin with, you will explore your identity, your likes and dislikes, the things that are important to you and what you want to get out of life.
- Later, you will investigate a range of options including jobs and work experience, postgraduate study and self-employment,
- You will then be ready to learn how to successfully tackle the recruitment process.

UCLAN’s Careers service offers a range of support for you including:-
- career and employability advice and guidance appointments
- support to find work placements, internships, voluntary opportunities, part-time employment and live projects
- workshops, seminars, modules, certificates and events to develop your skills

Daily drop in service available from 10.30am-3pm for CV checks and initial careers information. For more information come along and visit the team (in Foster building near the main entrance) or access the careers and employability resources via the Student Portal.
4. Student Support
The Administration Hub in C&T Building CM235 can help with general support and advice. Your course and module leaders can also offer support and guidance during posted hours and by appointment.

4.1 Academic Advisors
The roles of the Academic Advisor are explained in paragraph 1.4 of this handbook. You will be asked to attend scheduled tutorials in your first year. You will usually gain more from these sessions if you take some time to prepare in advance, thinking about any issues which you may want to raise. You can request a meeting with your Academic Advisor at any time – you do not have to wait for an invitation.

4.2 Students with disabilities
If you have a disability that may affect your studies, please either contact the Disability Advisory Service - disability@uclan.ac.uk - or let one of the course team know as soon as possible. With your agreement, information will be passed on to the Disability Advisory Service. The University will make reasonable adjustments to accommodate your needs. Where necessary, you will be asked for evidence to help identify appropriate adjustments.

David Dennison is the contact in the School of Journalism, Media and Performance for students with disabilities: ddennison@uclan.ac.uk

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

5. Assessment
6. 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 you have an authorised extension, special arrangements for disability, or extenuating circumstances allow you to defer your assessment.

5.1 Assessment Strategy
You can find details about the university’s overall assessment strategy in the university’s Academic Regulations and the Assessment Handbook. You will receive details of the assessment strategies for particular assignments in your Module Information Packs. All assessed work is returned to you with feedback from the tutor. It is important that you take on board this feedback in order to improve your performance as the course develops. If you do not understand the tutor’s feedback or wish to discuss the comments, please ask the tutor for an appointment.

The pass mark for your university assignments is 40%. A mark such as this indicates that you have only just reached the level of performance described in the Learning Outcomes for
each module and there are weaknesses you will need to address. There is then a scale of
gradeband marks that allow you to achieve a full range of higher marks. This is also set out in
the Assessment Handbook, and individual module information packs.

If you fail to achieve 40% you will normally be ‘referred’. This means you will be offered another
chance to do assignments. If you then pass you can only get a mark of 40%, no matter how
good your second piece of work was.

Assessments are valuable to both students and tutors because they encourage intellectual
development and attainment of practical skills. They enable students and tutors to assess how
successfully teaching and learning methods and strategies have operated. Students and tutors
benefit from feedback following assessment. Students and tutors can identify and address
knowledge gaps revealed through assessment and work together to improve understanding and
attainment.

In some modules, you must pass each assignment as part of your final marks as part of the
competencies assessed to meet the requirement of the journalism accreditation bodies. This
means that even if all your marks in the module add up to an overall mark of more than 40%
you will still be required to retake and pass any assignment in which you got less than 40%.
Other modules are aggregated modules which means that you can pass as long as the overall
mark is 40, even if one element falls below. The requirements of each module will be set out
in Module Information Packs.

5.2 Notification of assignments and examination arrangements
Requirements for individual assessments, including deadlines, where and how students
should submit work and the marking criteria to be used are usually outlined in Module
Information Packs (MIPs) or in assessment briefings distributed by the module tutor.
Module information relating to assessment can also be found on Blackboard.

5.3 Referencing
You are required to use the Harvard referencing system in all relevant assignments. Your
module tutors and library staff will help you to use this system.

5.4 Confidential material
From time to time you may have reason to access confidential information during the course.
Remember that you have ethical and legal responsibilities to respect confidentiality and
maintain the anonymity of individuals and organisations within your assignments.

5.5 Cheating, plagiarism, collusion or re-presentation
You are required to sign a declaration indicating that individual work submitted for an
assessment is your own.

If you attempt to influence the standard of the award you obtain through cheating,
plagiarism or collusion, it will be considered as a serious academic and disciplinary offence
as described within the Academic Regulations and the Assessment Handbook.
Cheating is any deliberate attempt to deceive and covers a range of offences described in the Assessment Handbook.

Plagiarism describes copying from the works of another person without suitably attributing the published or unpublished works of others. This means that all quotes, ideas, opinions, music and images should be acknowledged and referenced within your assignments.

Collusion is an attempt to deceive the examiners by disguising the true authorship of an assignment by copying, or imitating in close detail another student’s work - this includes with the other student’s consent and also when 2 or more students divide the elements of an assignment amongst themselves and copy one another’s answers. It does not include the normal situation in which you learn from your peers and share ideas, as this generates the knowledge and understanding necessary for each individual to independently undertake an assignment; nor should it be confused with group work on an assignment which is specifically authorised in the assignment brief.

Re-presentation is an attempt to gain credit twice for the same piece of work.

The process of investigation and penalties which will be applied can be reviewed in the Assessment Handbook. If an allegation is found to be proven then the appropriate penalty will be implemented:

In the case of a single offence of cheating, plagiarism, collusion or re-presentation:

- the penalty will be 0% for the element of assessment, and an overall fail for the module.
- the plagiarised element of assessment must be resubmitted to the required standard and the mark for the module following resubmission will be restricted to the minimum pass mark.
- when it is detected for the first time on a resubmission for an already failed module, no further resubmission for the module will be permitted, and the appropriate fail grade will be awarded.

In the event of a repeat offence of cheating, plagiarism, collusion or re-presentation (irrespective of whether the repeat offence involves the same form of unfair means) on the same or any other module within the course:

- the appropriate penalty will be 0% for the module with no opportunity for re-assessment. This penalty does not preclude you being able to retake the module in a subsequent year.

The penalties will apply if you transfer from one UCLan course to another during your period of study and module credits gained on the former course are transferred to the current course.

Contact the Students’ Union Advice and Representation Centre by emailing: suadvice@uclan.ac.uk for support and guidance.
Please refer to the information included in section 6.6 of the University Student Handbook for full definitions – these may be different from definitions used at your school, college or previous university. The University uses an online Assessment Tool called Turnitin. A pseudo-Turnitin assignment will be set up using the School space on Blackboard to allow students to check as many drafts as the system allows before their final submission to the ‘official’ Turnitin assignment. Students are required to self-submit their own assignment on Turnitin and will be given access to the Originality Reports arising from each submission. Turnitin may also be used to assist with plagiarism detection and collusion, where there is suspicion about individual piece(s) of work.

6. Classification of Awards
The University publishes the principles underpinning the way in which awards and results are decided in 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. In addition to the ongoing discussion with the course team throughout the year, there are a range of mechanisms for you to feedback about your experience of teaching and learning, including Module Feedback Questionnaires and Student Staff Liaison Committee meetings. We aim to respond to your feedback and let you know of our plans for improvement.

In the past students have helped form the current journalism course by highlighting issues with modules and by telling staff what they would like to have on their course. Modules have been changed as a direct result of student input and investment has also been made in resources and equipment.

The Students’ Union can support you in voicing your opinion, provide ongoing advice and support, and encourage your involvement in all feedback opportunities. They will be asking that you complete the National Student Survey (during semester 2 for students in their final year of study) or the UCLan Student Survey (all other students). The Students’ Union and University work closely together to ensure that the student voice is heard in all matters of student-life. We encourage students to provide constructive feedback throughout their time at university, through course reps, surveys and any other appropriate means. It is very important students engage with the democratic processes of the Students’ Union and elect the students they see as most able to represent them.

7.1 Student Staff Liaison Committee meetings (SSLCs)
You will elect course representatives, who will listen to your views and represent you at meetings with course staff.

Details of the Protocol for the operation of SSLCs is included in section 8.2 of the University Student Handbook.
8. Appendices

8.1 Programme Specification(s)

**UNIVERSITY OF CENTRAL LANCASHIRE**

### Programme Specification

This Programme Specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided.

<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, Preston Campus</td>
</tr>
<tr>
<td>3. University School/Centre</td>
<td>Journalism, Media and Performance</td>
</tr>
<tr>
<td>4. External Accreditation</td>
<td>None</td>
</tr>
<tr>
<td>5. Title of Final Award</td>
<td>BA Hons International Journalism</td>
</tr>
<tr>
<td>6. Modes of Attendance offered</td>
<td>Full time</td>
</tr>
<tr>
<td>7. UCAS Code</td>
<td>P502, P500</td>
</tr>
<tr>
<td>8. Relevant Subject Benchmarking Group(s)</td>
<td>Communication, Media, Film and Cultural Studies</td>
</tr>
<tr>
<td>9. Other external influences</td>
<td>n/a</td>
</tr>
<tr>
<td>10. Date of production/revision of this form</td>
<td>April 14, 2016</td>
</tr>
</tbody>
</table>

### 11. Aims of the Programme

To equip students from around the world to be multi-media journalists, ready for increasingly globalised careers in journalism, media/creative industries and other allied careers.

To develop international journalism practitioners who are independent learners, and to encourage the development of critical thinking, reasoning, research and communication skills.
To develop students’ understanding of the legal, regulatory and ethical contexts of journalism around the world, and to encourage students to reflect critically on their own practice.

To provide a flexible learning environment that supports personal development and growth both as an individual and as part of an international team.

12. Learning Outcomes, Teaching, Learning and Assessment Methods

A. Knowledge and Understanding

On successful completion of this programme the student will be able to:

A1. Explain the international development, economics, structures and operation of the media.
A2. Explain how a journalist works and how content is obtained, written, edited and presented across platforms.
A3. State legal, ethical and regulatory frameworks required for best practice around the world.
A4. Discuss theoretical and conceptual issues that relate to journalism across cultures.
A5. Use ‘journalism English’ appropriately.

Teaching and Learning Methods

Lectures, self-directed study, directed study, seminars, workshops, projects, placements.

Assessment methods

Written and broadcast journalism assignments, academic essays, reflective writing, participation in and contribution to seminars, presentations.

B. Subject-specific skills

On successful completion of this programme the student will be able to:

B1. Select, gather and produce content for a range of media and audiences.
B2. Use a range of technical equipment and practical skills in the media production process.
B3. Apply key journalism practices, including writing, interviewing, presentation and other industry specific skills, across cultures.
B4. Apply editorial judgement to a range of content and outputs, across cultures.
<table>
<thead>
<tr>
<th>Teaching and Learning Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lectures, workshops/ ‘masterclasses’ with practitioners, practical/experiential projects, work placement, seminar discussions/reflections on experiences. Assignments – practical projects, work placement, essays, dissertation.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical journalism assignments, researching and writing stories and features, producing and editing radio and television packages, designing and producing online and printed news products.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Thinking Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>On successful completion of this programme the student will be able to:-</td>
</tr>
<tr>
<td>C1. Select and critically analyse information from a range of primary and secondary sources.</td>
</tr>
<tr>
<td>C2. Use theory to analyse journalistic practice and output.</td>
</tr>
<tr>
<td>C3 Plan and conduct research and communicate findings.</td>
</tr>
<tr>
<td>C4 Construct sound arguments, using appropriate evidence and acknowledging alternative perspectives, and communicate effectively in written, oral and visual forms.</td>
</tr>
<tr>
<td>C5 Critically reflect on learning and personal performance.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Teaching and Learning Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lectures, seminar discussions, case studies, projects, literature / web searches, reflecting on practice/experience.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written assignments, essays, critical analysis, literature reviews, research proposal and dissertation.</td>
</tr>
<tr>
<td>Participation in and contribution to seminars</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D. Other skills relevant to employability and personal development</th>
</tr>
</thead>
<tbody>
<tr>
<td>On successful completion of this programme the student will be able to:</td>
</tr>
<tr>
<td>D1. Present themselves self-confidently, organise their time efficiently and demonstrate curiosity, determination, flexibility and teamwork.</td>
</tr>
<tr>
<td>D2. Practise independent thinking, creativity, innovation and reflection.</td>
</tr>
<tr>
<td>D3. Explain how to network and collaborate with media professionals across cultures</td>
</tr>
<tr>
<td>D4 Assess and manage their professional profile as part of their career development.</td>
</tr>
</tbody>
</table>

Assessment methods

Practical assignments, presentations, essays, critical analysis, literature reviews, research proposal and dissertation.
Participation in and contribution to seminars

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>JN3506</td>
<td>EITHER World Desk 2</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>JN3502</td>
<td>AND/OR Dissertation</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>JN3503</td>
<td>AND/OR The Media Entrepreneur</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Remaining credits, towards a grand total of 120 credits, to be chosen from:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>JN3516</td>
<td>Workplace Experience</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>JN3509</td>
<td>Reporting Politics and Society.</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>JN3511</td>
<td>Future Media</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>JN3512</td>
<td>Constructive Journalism</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>JN3513</td>
<td>Specialist Journalism.</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>RP309</td>
<td>Student Negotiated Module</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MK304</td>
<td>Campaign Planning</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Free-choice elective</td>
<td>20</td>
</tr>
<tr>
<td>Level 5</td>
<td>JN2506</td>
<td>The Professional Journalist 2 (International) (compulsory).</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>JN2507</td>
<td>World Desk 1 (compulsory)</td>
<td>40</td>
</tr>
</tbody>
</table>

14. Awards and Credits*

Bachelor Honours Degree
Requires 360 credits including a minimum of 220 at Level 5 and above and 100 at Level 6 and above

Bachelor Degree
Requires 320 credits including a minimum of 180 at Level 5 or above and including a minimum of 60 at Level 6.

Diploma of Higher Education
Requires 240 credits including a minimum of 100 at Level 5 or above
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>JN2508</td>
<td>Issues in International Journalism (compulsory)</td>
<td>20</td>
</tr>
<tr>
<td>JN2503</td>
<td>Business for media professionals</td>
<td>20</td>
</tr>
<tr>
<td>JN2514</td>
<td>Global Reporting</td>
<td>20</td>
</tr>
<tr>
<td>JN2510</td>
<td>Controversies in Journalism</td>
<td>20</td>
</tr>
<tr>
<td>JN2511</td>
<td>Data Journalism</td>
<td>20</td>
</tr>
<tr>
<td>JN2512</td>
<td>Photojournalism</td>
<td>20</td>
</tr>
<tr>
<td>JN2515</td>
<td>Music Journalism</td>
<td>20</td>
</tr>
<tr>
<td>HY2099</td>
<td>America and the World 1898-2001</td>
<td>20</td>
</tr>
<tr>
<td>EF2321</td>
<td>Upper Intermediate English 1</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Free-choice elective</td>
<td>20</td>
</tr>
<tr>
<td>RP2091</td>
<td>Student initiated module.</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td><strong>Level 4</strong></td>
<td></td>
</tr>
<tr>
<td>JN1501</td>
<td>The Professional Journalist 1 (compulsory)</td>
<td>60</td>
</tr>
<tr>
<td>JN1502</td>
<td>The Making of the Media (compulsory)</td>
<td>20</td>
</tr>
<tr>
<td>JN1503</td>
<td>The Media Business (compulsory)</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td><strong>One option from:</strong></td>
<td></td>
</tr>
<tr>
<td>JN1504</td>
<td>Media Law and Regulation</td>
<td>20</td>
</tr>
<tr>
<td>PO1109</td>
<td>Global Politics: An introduction to international relations</td>
<td>20</td>
</tr>
</tbody>
</table>

**Certificate of Higher Education**
Requires 120 credits at Level 4 or above
<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AL1101</td>
<td>Beginners French Language and Culture</td>
<td>20</td>
</tr>
<tr>
<td>AL1102</td>
<td>Beginners German Language and Culture</td>
<td>20</td>
</tr>
<tr>
<td>AL1103</td>
<td>Beginners Spanish Language and Culture</td>
<td>20</td>
</tr>
<tr>
<td>AL1106</td>
<td>Beginners Arabic Language and Culture</td>
<td>20</td>
</tr>
<tr>
<td>AL1107</td>
<td>Beginners Chinese Language and Culture</td>
<td>20</td>
</tr>
<tr>
<td>AL1134</td>
<td>Beginners Japanese Language and Culture</td>
<td>20</td>
</tr>
<tr>
<td>AL1137</td>
<td>Beginners Korean Language and Culture</td>
<td>20</td>
</tr>
<tr>
<td>AL1925</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>RP109</td>
<td>Free-choice elective</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student initiated module</td>
<td></td>
</tr>
</tbody>
</table>

**Levels 1/2/3 (FE)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>JNC01 0</td>
<td>Becoming an effective learner</td>
<td>40</td>
</tr>
<tr>
<td>JNC01 1</td>
<td>Portfolio production</td>
<td>40</td>
</tr>
<tr>
<td>JNC01 2</td>
<td>Pathways in journalism</td>
<td>40</td>
</tr>
<tr>
<td>RPC09 1</td>
<td>Student initiated module</td>
<td>20</td>
</tr>
</tbody>
</table>

**Certificate of Achievement**

Requires a minimum of 20 credits at Level 3 or above.
### 15. Personal Development Planning

PDP is a part of all modules within the course and helps define a student’s progress, professional direction and goals. The concept in part is to focus the student’s opportunities to maximize engagement with the learning opportunities especially as they relate to career goals. It gives them a framework to record their activities and actions which form the basis for professional development of skills and experiences that are sought by employers and will lead to advancement in the workplace. It is also tracking learning tasks and to reflect on what you learned and how, what the consequences are and ways they could be better accomplished.

### 16. Admissions criteria

Programme Specifications include minimum entry requirements, including academic qualifications, together with appropriate experience and skills required for entry to study. These criteria may be expressed as a range rather than a specific grade. Amendments to entry requirements may have been made after these documents were published and you should consult the University’s website for the most up to date information.

Students will be informed of their personal minimum entry criteria in their offer letter.

260 points at **A2**

- **BTEC** : Distinction, Merit, Merit
- **Access To HE** : 30 Level 3 Credits at Distinction
- **GCSE** : English & Maths Grade C

Other acceptable qualifications include:

- Scottish Certificate of Education Higher Grade
- Irish Leaving Certificate Higher Grade
- International Baccalaureate
- BTEC National Certificate/Diploma
- Kite marked Access Course

Applicants who do not have English as their native language or a prior qualification delivered entirely in English will need to have passed the IELTS test at 6, with no component lower than 5.5.

### 17. Key sources of information about the programme
<table>
<thead>
<tr>
<th><a href="http://www.uclan.ac.uk">www.uclan.ac.uk</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>BA Hons International Journalism Factsheet &amp; News on UCLan website</td>
</tr>
<tr>
<td>UCLan prospectus</td>
</tr>
<tr>
<td>Level</td>
</tr>
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<td></td>
</tr>
<tr>
<td>Code</td>
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<tr>
<td>----------</td>
</tr>
<tr>
<td>JN2506</td>
</tr>
<tr>
<td>JN2507</td>
</tr>
<tr>
<td>JN2508</td>
</tr>
<tr>
<td>JN2503</td>
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<tr>
<td>JN2514</td>
</tr>
<tr>
<td>JN2510</td>
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<tr>
<td>JN2511</td>
</tr>
<tr>
<td>JN2512</td>
</tr>
<tr>
<td>JN2515</td>
</tr>
<tr>
<td>RP2091</td>
</tr>
<tr>
<td>e.g. LEVEL 4</td>
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<tr>
<td>--------------</td>
</tr>
<tr>
<td>JN1501</td>
</tr>
<tr>
<td>JN1502</td>
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<tr>
<td>JN1503</td>
</tr>
<tr>
<td>JN1504</td>
</tr>
<tr>
<td>RP109</td>
</tr>
</tbody>
</table>

Notes:
- √ indicates a requirement or availability.
### 19. LEARNING OUTCOMES FOR EXIT AWARDS:

<table>
<thead>
<tr>
<th>Certificate of Achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A2. Explain how a journalist works and how content is obtained, written, edited and presented across platforms.</td>
</tr>
<tr>
<td>C5 Critically reflect on learning and personal performance.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certificate of Higher Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1. Explain the international development, economics, structures and operation of the media.</td>
</tr>
<tr>
<td>A2. Explain how a journalist works and how content is obtained, written, edited and presented across platforms.</td>
</tr>
<tr>
<td>A5. Use ‘journalism English’ appropriately.</td>
</tr>
<tr>
<td>B1. Select, gather and produce content for a range of media and audiences.</td>
</tr>
<tr>
<td>C1. Select and critically analyse information from a range of primary and secondary sources.</td>
</tr>
<tr>
<td>C5 Critically reflect on learning and personal performance.</td>
</tr>
<tr>
<td>D1. Self-confident, organised, curious, determined, flexible and a team player.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Diploma of Higher Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1. Explain the international development, economics, structures and operation of the media.</td>
</tr>
<tr>
<td>A2. Explain how a journalist works and how content is obtained, written, edited and presented across platforms.</td>
</tr>
<tr>
<td>A5. Use ‘journalism English’ appropriately.</td>
</tr>
<tr>
<td>B1. Select, gather and produce content for a range of media and audiences.</td>
</tr>
<tr>
<td>B2. Use a range of technical equipment and practical skills in the media production process.</td>
</tr>
<tr>
<td>C1. Select and critically analyse information from a range of primary and secondary sources.</td>
</tr>
<tr>
<td>C3 Plan and conduct research and communicate findings.</td>
</tr>
<tr>
<td>C5 Critically reflect on learning and personal performance.</td>
</tr>
<tr>
<td>D1. Self-confident, organised, curious, determined, flexible and a team player.</td>
</tr>
<tr>
<td>D3. Able to network and collaborate with media professionals across cultures</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bachelor Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1. Explain the international development, economics, structures and operation of the media.</td>
</tr>
<tr>
<td>A2. Explain how a journalist works and how content is obtained, written, edited and presented across platforms.</td>
</tr>
<tr>
<td>A3. State legal, ethical and regulatory frameworks required for best practice around the world.</td>
</tr>
<tr>
<td>A5. Use ‘journalism English’ appropriately.</td>
</tr>
<tr>
<td>B1. Select, gather and produce content for a range of media and audiences.</td>
</tr>
<tr>
<td>B2. Use a range of technical equipment and practical skills in the media production process.</td>
</tr>
</tbody>
</table>
B3 Apply key journalism practices, including writing, interviewing, presentation and other industry specific skills, across cultures.

C1. Select and critically analyse information from a range of primary and secondary sources.

C3 Plan and conduct research and communicate findings.

C4 Construct sound arguments, using appropriate evidence and acknowledging alternative perspectives, and communicate effectively in written, oral and visual forms.

C5 Critically reflect on learning and personal performance.

D1. Self-confident, organised, curious, determined, flexible and a team player.

D3. Able to network and collaborate with media professionals across cultures.

D4. Able to develop and manage their professional profile as part of their career development.

UNIVERSITY OF CENTRAL LANCASHIRE

Programme Specification

This Programme Specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided.

Sources of information on the programme can be found in Section 17

| 1. Awarding Institution / Body | University of Central Lancashire. |
| 2. Teaching Institution and Location of Delivery | Main campus |
| 3. University School/Centre | Journalism, Media and Performance |
4. **External Accreditation**  
   N/A

5. **Title of Final Award**  
   BA (Hons) International Journalism Foundation Entry. Non-award bearing programme: First stage of a 4 year degree course.

6. **Modes of Attendance offered**  
   Full time

7. **UCAS Code**  
   J634

8. **Relevant Subject Benchmarking Group(s)**

9. **Other external influences**

10. **Date of production/revision of this form**  
    April 14, 2016

11. **Aims of the Programme**

    - To provide students who do not have standard entry qualifications the opportunity to prepare for and progress on to an undergraduate programme in journalism.
    - To prepare, support and develop students’ abilities to become effective and successful learners.
    - To introduce students to the broad skills and disciplines inherent within journalism, and other media related industries.
    - To encourage and enable students to work independently and collaboratively in the context of their academic learning and to develop wider academic and practical skills.
# 12. Learning Outcomes, Teaching, Learning and Assessment Methods

## A. Knowledge and Understanding

E.g. On successful completion of this programme the student will have:

- **A1.** Knowledge and understanding of a broad range of approaches and strategies for learning.
- **A2.** An understanding of the basic principles and practices that underpin journalism practice.
- **A3.** Knowledge of the skills, practices and responsibilities inherent within a range of journalism and media-related careers.

### Teaching and Learning Methods

Lectures, practical workshops, seminars, case studies, fieldtrips, guest speakers.

### Assessment methods

Assessment will be focused on the accumulation of regular and on-going coursework, produced within each module, reflecting the teaching and learning of a given topic. The formatively assessed output will form the basis of the portfolio, which will be subject to summative assessment.

## B. Subject-specific skills

On successful completion of this programme the student will be able to:

- **B1.** Evidence a range of strategies and approaches for learning to meet specific briefs.
- **B2.** Utilise and evidence a range of basic skills and techniques demanded to originate and produce storytelling narratives and products.
- **B3.** Discuss and assess knowledge of a range of journalism and media related careers.

### Teaching and Learning Methods

Lectures, practical workshops, seminars, case studies, fieldtrips, guest speakers.

### Assessment methods
Assessment will be focussed on the accumulation of regular and on-going coursework, produced within each module, reflecting the teaching and learning of a given topic. The formatively assessed output will form the basis of the portfolio, which will be given summative assessment.

### C. Thinking Skills

On successful completion of this programme the student will be able to:-

C1. Recognise, analyse and articulate an understanding of their own learning behaviour.

C2. Use understanding of their own learning behaviour to develop new and successful strategies for learning.

C3. Apply innovative and creative thinking in the origination and implementation of a range of experiential tasks.


### Teaching and Learning Methods

| Lectures, practical workshops, seminars, case studies, fieldtrips, guest speakers |

### Assessment methods

Assessment will be focussed on the accumulation of regular and on-going coursework, produced within each module, reflecting the teaching and learning of a given topic. The formatively assessed output will form the basis of the portfolio, which will be given summative assessment.

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

<table>
<thead>
<tr>
<th>e.g. On successful completion of this programme the student will be:-</th>
</tr>
</thead>
<tbody>
<tr>
<td>D1. Enthusiastic and committed learners.</td>
</tr>
<tr>
<td>D2. Independent, creative, innovative and reflective thinkers.</td>
</tr>
<tr>
<td>D3. Able to develop and manage the academic and practical demands of learning within HE.</td>
</tr>
<tr>
<td>D4. Able to utilise interpersonal skills.</td>
</tr>
</tbody>
</table>
13. Programme Structures*  

<table>
<thead>
<tr>
<th>Level (FE)</th>
<th>Module Code</th>
<th>Module Title</th>
<th>Credit rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Levels 1/2/3 (FE)</td>
<td>JNC010</td>
<td>Becoming an effective learner</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>JNC011</td>
<td>Portfolio production</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>JNC012</td>
<td>Pathways in journalism</td>
<td>40</td>
</tr>
</tbody>
</table>

Foundation year requires the completion of 120 credits at Level 3. Successful completion of the year permits progression on to Year 1 of a Bachelor Honours Degree. Students who exit after the Foundation year will receive a transcript of their modules and grades.

14. Awards and Credits*  

15. Personal Development Planning  

The nature of this course is designed to encourage students to put their own personal development at the heart of their learning. Students will be encouraged through individual and group activities and the on-going production of formatively assessed coursework, to constantly reflect and apply their learning and experiences, to their own personal, creative and academic goals.

16. Admissions criteria *  

(including agreed tariffs for entry with advanced standing)

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

ENTRY REQUIREMENTS 2016/17  

200 Points at A2  

**BTEC Extended Diploma** : Merit, Pass, Pass  

**BTEC Diploma** : Merit, Merit
Pass Access Course. International Baccalaureate Diploma: 24P.

**IELTS:** Grade 6 with no subscore lower than 5.5.

**GCSEs:** 5 at Grade C including Maths and English or equivalent.

Applicants who do not have English as their first language or a prior qualification delivered entirely in English will need to have passed the IELTS test at 6, with no component lower than 6.0.

Candidates with non-standard qualifications may also be considered, especially if they have professional or other relevant experience.

Following successful completion of the foundation entry year, students who wish to continue onto BA (Hons) Journalism or BA (Hons) Sport Journalism, will need to undertake an entrance test before they may successful progress, in order to assess their suitability for a career in journalism.

Furthermore, students wishing to progress onto one of these industry accredited courses (i.e. Journalism BA Hons and Sports Journalism BA Hons) who do not have English as their first language will need to demonstrate IELTS 7.5 or equivalent. These are requirements of all journalism programmes that are currently accredited by the National Council for the Training of Journalists (NCTJ) and/or the Broadcast Journalism Training Council (BJTC).

17. **Key sources of information about the programme**

- University website http://www.uclan.ac.uk
- University prospectus
- Undergraduate advice events
18. Curriculum Skills Map

Please tick in the relevant boxes where individual Programme Learning Outcomes are being assessed

<table>
<thead>
<tr>
<th>Level</th>
<th>Module Code</th>
<th>Module Title</th>
<th>Core (C), Compulsory (COMP) or Option (O)</th>
<th>Programme Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Knowledge and understanding</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>A1</td>
</tr>
<tr>
<td>e.g. LEVEL 3</td>
<td>JNC01 0</td>
<td>Becoming an effective learner</td>
<td>COMP</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>JNC01 1</td>
<td>Portfolio Production</td>
<td>COMP</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>JNC01 2</td>
<td>Pathways in Journalism</td>
<td>COMP</td>
<td>✓</td>
</tr>
</tbody>
</table>

**Note:** Mapping to other external frameworks, e.g. professional/statutory bodies, will be included within Student Course Handbooks.
Please read this Handbook in conjunction with your Course 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/Head of School. This applies to the materials in their entirety and to any part of the materials.

*This Handbook is produced centrally and locked for editing. Partner institutions only are given permission to contextualise the Handbook.*
**UCLan Mission statement**
We create positive change in our students, staff, business partners and wider communities, enabling them to develop their full potential by providing excellent higher education, innovation and research.

**UCLan Values**
- The pursuit of excellence in all that we do.
- Equality of opportunity for all, supporting the rights and freedoms of our diverse community.
- The advancement and protection of knowledge, freedom of speech and enquiry.
- Supporting the health, safety and wellbeing of all.

**Student Charter**
The Student Charter has been developed by the University and the Students’ Union so that students gain the maximum from their UCLan experience. It is a two-way commitment or ‘contract’ between the University and each individual student. It acts as a means of establishing in black and white what students can expect from the University and the Union in terms of support, and in return what we expect from our students. [Read the full Student Charter](#)

**Supporting Diversity at UCLan**
UCLan recognises and values individual difference and has a public duty to promote equality and remove discrimination on various grounds including race, gender, disability, religion or belief, sexual orientation and age. During your time at UCLan we expect you to be able to
- experience "an integrated community based on mutual respect and tolerance where all staff and students can feel safe, valued and supported."
- contribute to creating a positive environment where discriminatory practices and discrimination no longer happen.

Please review the UCLan [Equality and Diversity Policy](#) for further information.
Contents page

1. Welcome and Introduction to the University
2. Learning Resources
3. Preparing for your career
4. Student support
5. Students' Union
6. Rationale, aims and learning outcomes of the course
7. Assessment
8. Student Voice
1. Welcome and Introduction to the University
The University of Central Lancashire (UCLan) welcomes you and hopes that you will enjoy studying at UCLan and that you will find your course both interesting and rewarding. Part one of this Handbook provides you with generic University level information and the Course Handbook provides specific information about your programme of study.

1.1 Communication
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 as unread.

1.2 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. External Examiner reports will be made available to you electronically. 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. Details of the External Examiner associated with your course can be found in your Course Handbook.

1.3 Expected hours of study
The normal amount of work involved in achieving a successful outcome to your studies is to study for 10 hours per each credit you need to achieve – this includes attendance at UCLan and time spent in private study. Please note however that this may vary depending on your particular course and programme of study. You should therefore check your Course Handbook or contact a member of staff within the relevant School.

1.4 Attendance Requirements
Student attendance at timetabled learning activities of courses and modules is required. Notification of illness or exceptional requests for leave of absence must be made as detailed in the Course Handbook. Individual modules and/or courses may incorporate a specific attendance requirement as part of the assessment criteria for successful completion of a module.

Students with continuous unauthorised absence may be deemed to have withdrawn from the course. The date of withdrawal will be recorded as the last day of attendance. You may appeal this decision by following the Complaints Procedure.

You must swipe in using your student card. Each time you are asked to enter your details on the Student Attendance Monitoring system (SAM) you must remember that the University has a responsibility to keep information up to date. You must only enter your own details on the system as to enter any other names would result in inaccurate records and be dishonest. Any student who is found to make false entries, such as scanning but not attending, can be disciplined under the Regulations for the Conduct of Students.

1.5 Data Protection
All of the personal information obtained from you and other sources in connection with your studies at the University will be held securely and will be used by the University both during your course and after you leave the University for a variety of purposes. These purposes are all explained during the enrolment process at the commencement of your studies. If you would like a more detailed explanation of the University’s policy on the use and disclosure of
2. Learning resources

2.1 Learning Information Services (LIS)
Extensive resources are available to support your studies provided by LIS – library and IT staff. Take advantage of the free training sessions designed to enable you to gain all the skills you need for your research and study.

You can find the link to the Library Opening Hours here: http://www.uclan.ac.uk/students/study/library/opening_hours.php

2.2 Electronic Resources
LIS provide access to a range of electronic resources – e-journals and databases, e-books, images and texts.

3. 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 employability learning integrated into it. This is not extra to your degree, but an important part of it.

Your course will take you on a journey of development that will help you to map your personal story of your time at university.

You will be encouraged to record your learning journey so that you can demonstrate all the work-related skills you have developed, both before and during your time at UCLan. This will help you to show future employers just how valuable your degree is and the employability skills you have acquired.

- You will be given the opportunity to explore your identity, your strengths and areas for development, your values and what you want to get out of life.
- You will be able to investigate a range of options, including jobs and work experience, postgraduate study and self-employment.
- We will support you to enable you to successfully tackle the recruitment process and to develop your enterprise skills.

UCLan Careers offers a range of support for you including:-

- One to one career and employability advice and guidance appointments.
- Advice on finding graduate jobs, including how to improve your CV with work placements, internships, voluntary opportunities and part-time employment.
- Workshops, seminars, and events to enhance your learning and develop your skills.
- Employer presentations and events, to give you the chance to network with potential employers and find out from them what they are looking for.

Our drop-in service is available from 09:00-17:00, Monday to Thursday, 9:00-16:00 on Fridays. We offer CV and cover letter checks, careers information and can tell you about our full range of services. For more information come along and visit the team (in Foster building...
near the main entrance) or access our careers and employability resources via the Student Portal.

It’s your future: take charge of it!

UCLan Careers | Foster Building | University of Central Lancashire, Preston PR1 2HE
01772 895858
careers@uclan.ac.uk
www.uclan.ac.uk/careers

4. Student support, guidance and conduct

4.1 Student Support

“Got a Problem to Sort? Come to us for Support”.

The <i> is your first point of call for all enquiries, help and advice. We provide guidance to all UCLan students whatever the query may be. We are based on the ground floor of the UCLan Library and open 7 days a week most of the year. Our friendly and approachable team will do their best to ensure your query is answered. Come and have a chat with us if you have a query on any aspect of student life and study.

http://www.uclan.ac.uk/students/study/library/the_i.php

4.2 Students with disabilities

You are strongly encouraged to declare your disability on your application form when you apply to study at UCLan. If you have declared this Disability Services will be in contact with you to advise you about reasonable adjustments which may be appropriate in the circumstances. You can also tell any member of staff at the University, who will ask you to sign a disability disclosure form, to let the Disability Service know that you have a disability and agree to share this information with them. Disability Services will then get in touch with you to discuss your available options. Following this you will be assigned a Disability Adviser whom you can contact should you need any further help or assistance.

https://www.uclan.ac.uk/students/health/disability_services.php

4.3 Assessment arrangements for students with a disability

Arrangements are made for students who have a disability/specific learning difficulty for which valid supporting evidence can be made available. Contact your Disability Adviser for advice and information, disability@uclan.ac.uk

4.4 Health and Safety

As a student of the University you share responsibility for the safety of yourself and for that of others around you. You must understand and follow all the regulations and safety codes necessary for a safe campus environment. Please help to keep it safe by reporting any incidents, accidents or potentially unsafe situations to a member of staff as soon as possible.

Safety assessments have been undertaken for each module of your course and you will be advised of all applicable safety codes and any specific safety issues during the induction to your course and modules. You must ensure that you understand and apply all necessary safety codes. These form an essential element of your personal development and contribute to the safety of others.

4.5 Conduct

You will be expected to abide by the Regulations for the Conduct of Students in the University. UCLan expects you to behave in a respectful manner towards all members of
the University at all times demonstrated by using appropriate language in class, switching mobile phones / other devices off prior to attending classes, and also in your use of any social networking sites.

If your behaviour is considered to be unacceptable, any member of staff is able to issue an informal oral warning and the University will support staff by invoking formal procedures where necessary. You can read more about UCLan expectations in the regulations for the Conduct of Students.

5. Students’ Union

You can play an important part in the process of improving the quality of your course through the feedback you give. In addition to the ongoing discussion with the course team throughout the year, there are a range of mechanisms for you to feed back about your experience of teaching and learning. Where appropriate, we aim to respond to your feedback and let you know of our plans for improvement.

The Students’ Union is the representative body for all UCLan students. The organisation exists separately from the University and is led by the elected officers of the Student Affairs Committee (SAC) as well as representatives on the Students’ Council. The Students’ Union building is located at the heart of the Preston campus, and is the hub for all student activities.

Representation and campaigning for students’ rights is at the core of what the Students’ Union does and is encompassed by its tag line of, Making Life Better for Students. Should you wish to make a change to any aspect of your student experience, whether it be academically related or not, then the Students’ Union is where your voice can be heard, actions taken, or campaigns launched.

Your Students’ Union is also the home to a fantastic range of student-led societies, sports teams and multitudes of volunteering opportunities. You can also receive help in finding part-time work, whilst you study. Not sure where to go? Pop into the Opportunities Centre on the ground floor of the Students’ Union building and someone will point you in the right direction.

We hope your time at University is trouble free, but should you come into difficulties around anything from academic appeals, to issues with housing, benefits or debt, then the Student Union’s dedicated staff team in the Advice and Representation Centre are on hand to help and offer impartial advice.

More information on all these things, as well as details about all the Student Union’s (not-for-profit) commercial services, including its student supermarket (Essentials) and student-bar (Source) can be found at www.uclansu.co.uk

6. Rationale, aims and learning outcomes of the course

6.1 You will find information specific to your chosen course of study in your Course Handbook, in the form of a ‘programme specification’. As defined by the QAA (Quality Assurance Agency) - the regulatory body responsible for overseeing quality compliance in the Higher Education Sector - a programme specification is a concise description of the intended learning outcomes of an HE programme. It is the means by which the outcomes are achieved and demonstrated. In general, modules or other units of study have stated outcomes, often set out in handbooks provided by institutions to inform student choice. These intended learning outcomes relate directly to the curriculum, study and assessment methods and criteria used to assess performance. Programme specifications can show how modules can be combined into whole qualifications. However, a programme specification is
not simply an aggregation of module outcomes; it relates to the learning and attributes developed by the programme as a whole and which, in general, are typically in HE more than the sum of the parts.

6.2 Sometimes certain aspects of courses may be subject to change. Applicants are encouraged to check information on our relevant course pages from time to time, particularly before submitting any application for their academic year of study. Material changes about a course will be notified to you in material produced after the change is made and at the time you are made any offer of a place of study for that course. For details about changes to course information after you have accepted any offer, please see our Additional Information and Conditions of Offer.

7. 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 have been expressly agreed by the University to allow you to defer your assessment.

7.1 Dealing with difficulties in meeting assessment deadlines

Assignments must be submitted no later than the time and date on your assignment instructions / brief. If you anticipate that you will have difficulty in meeting assessment deadlines or you have missed or are likely to miss in-semester tests you must report this at the earliest possible opportunity. An academic staff member, such as your Academic Advisor or Module or Course Leader, will be able to provide advice to you on how to do this. Extenuating Circumstances are defined as unforeseen, unpreventable circumstances that significantly disrupt student performance in assessment. Where students have a temporary unexpected circumstance that means that they are unable to complete a particular assignment on time the student may apply for an extension of up to ten working days.

7.2 Extensions

Authorisation of the late submission of work requires written permission. Your School is authorised to give permission for one extension period of between 1 and 10 working days where appropriate evidence of good reason has been accepted and where submission within this timescale would be reasonable taking into account your circumstances. Requests for extensions should be made prior to the submission date as extensions cannot be given Retrospectively (Academic Regulations).

You should complete and submit an extension request form, with any supporting evidence, to your CAS Hub. Further information is available on the Student Portal at: https://www.uclan.ac.uk/students/study/examinations_and_awards/extensions.php

We aim to let you know if the extension has been granted within 1 working day of the receipt of the request.

If you are unable to submit work within 10 working days after the submission date due to verifiable extenuating circumstances, you may submit a case for consideration in accordance with the University’s Policies and Procedures on Extenuating Circumstances (Academic Regulations and Assessment Handbook).

7.3 Extenuating circumstances

Some students face significant events in their personal life that occur after their course has started, which have a greater impact on their studies than can be solved by the use of an extension. If this applies to you, the University is ready
to support you, with both your course and your personal wellbeing, through a process called Extenuating Circumstances (see Academic Regulations and Assessment Handbook).

You can apply for Extenuating Circumstances online via myUCLan. You must apply no later than 3 days after any examination or assessment submission date. Do not wait until you receive your assessment results to submit a claim. It is in your own interests to submit the claim as soon as possible.

You will be expected to re-submit claims for extenuating circumstances for each semester in which they apply. All evidence provided relating to extenuating circumstances will be treated in a sensitive and confidential manner. Supporting evidence will not be kept for longer than is necessary and will be destroyed shortly after the end of the current academic year.

Further information about the submission process

In determining assessment recommendations, Assessment Boards will consider properly submitted claims from students who believe their performance has been adversely affected by extenuating circumstances. N.B. Assessment Boards are not permitted to alter individual assessment marks to take account of extenuating circumstances (Academic Regulations and Assessment Handbook).

7.4 Late submissions
If you submit work late without authorisation, a universal penalty will be applied in relation to your work:
- If you submit work within 5 working days following the published submission date you will obtain the minimum pass mark for that element of assessment.
- Work submitted later than 5 working days after the published submission date will be awarded a mark of 0% for that element of assessment.
- Unauthorised late submission at resubmission will automatically be awarded a mark of 0% for that element of assessment.

You may apply to appeal this decision in accordance with the University's Academic Regulations.

7.5 Feedback Following Assessments
UCLan is committed to giving you clear, legible and informative feedback for all your assessments (Academic Regulations). You are expected to review and reflect on your feedback and learn from each experience to improve your performance as you progress though the course.

For courses (except distance learning):
You will be provided with generic feedback for in-module formative and summative elements of assessment which contribute to a module within 15 working days of the scheduled submission or examination date. Generic feedback on end of module assessment and dissertations will be made available within 15 days of publication of results. Generic feedback may be oral, written, posted on a website or other.

For distance learning courses:
You will be provided with generic feedback for in-module formative and summative elements of assessment which contribute to a module within 20 working days of the scheduled submission or examination date. Generic feedback on end of module assessment and dissertations will be made available within 20 days of publication of results. Generic feedback may be oral, written, posted on a website or other.
7.6 Unfair Means to Enhance Performance

The University regards any use of unfair means in an attempt to enhance performance or to influence the standard of award obtained as a serious academic and/or disciplinary offence. Such offences can include, without limitation, cheating, plagiarism, collusion and re-presentation (‘unfair means’). You are required to sign a declaration indicating that individual work submitted for assessment is your own and will be able to view your Originality Report following e-submission of assessed work.

If you attempt to influence the standard of the award you obtain through cheating, plagiarism or collusion, it will be considered as a serious academic and disciplinary offence as described within the Academic Regulations and the Assessment Handbook.

- Cheating is any deliberate attempt to deceive and covers a range of offences described in the Assessment Handbook.
- Plagiarism describes copying from the works of another person without suitably attributing the published or unpublished works of others. This means that all quotes, ideas, opinions, music and images should be acknowledged and referenced within your assignments.
- Collusion is an attempt to deceive the examiners by disguising the true authorship of an assignment by copying, or imitating in close detail another student’s work - this includes with the other student’s consent and also when 2 or more students divide the elements of an assignment amongst themselves and copy one another’s answers. It does not include the normal situation in which you learn from your peers and share ideas, as this generates the knowledge and understanding necessary for each individual to independently undertake an assignment; nor should it be confused with group work on an assignment which is specifically authorised in the assignment brief.
- Re-presentation is an attempt to gain credit twice for the same piece of work.

The process of investigation and penalties which will be applied can be reviewed in the Assessment Handbook. If an allegation is found to be proven then the appropriate penalty will be implemented as set out below:

In the case of a **single** offence of unfair means in an undergraduate or postgraduate assessment:

- the appropriate penalty will be 0% for the element of assessment, and an overall fail for the module (whether or not the resulting numeric average mark is above or below the minimum pass mark). The affected element of the assessment must be resubmitted to the required standard. The mark for the module following resubmission will be restricted to the minimum pass mark. Where unfair means is detected for the first time on a reassessment for an already failed module, no further reassessment for the module will be permitted, and the appropriate fail grade will be awarded.

In the event of a **repeat** offence of unfair means (irrespective of whether the repeat offence involves the same form of unfair means) on the same or any other module within the course:

- the appropriate penalty will be 0% for the module with no opportunity for re-assessment. This penalty does not preclude you being able to retake the module in a subsequent year.

The penalties will apply if you transfer from one UCLan course to another during your period of study and module credits gained on the former course are transferred to the current course.

Contact the Students’ Union Advice and Representation Centre by emailing: suadvice@uclan.ac.uk for support and guidance.
7.7 Appeals against assessment board decisions
If you consider that you have a reason to appeal against an assessment board decision, please bear in mind that your reasons must fall within the grounds specified in the University Academic Regulations: Section I. You cannot appeal simply because you disagree with the mark given. The specified grounds for appeal are:

1. that an Assessment Board has given insufficient weight to extenuating circumstances;
2. that the student’s academic performance has been adversely affected by extenuating circumstances which the student has, for good reason, been unable to make known to the Assessment Board;
3. that there has been a material administrative error at a stage of the examining process, or that some material irregularities have occurred;
4. that the assessment procedure and/or examinations have not been conducted in accordance with the approved regulations (this fourth ground will not be relevant to an appeal against a decision relating to an interruption or discontinuance of study. Such an appeal should be based on one or more of the three grounds above.

If you want to appeal, then you must do so within 14 days of your results being published. The onus is on you to find out your results and submit your appeal on time. Contact the Students’ Union Advice and Representation Centre by emailing: suadvice@uclan.ac.uk for support and guidance.

8. Student voice
You can play an important part in the process of improving the quality of this course through the feedback you give. In addition to the on-going discussion with the course team throughout the year, there are a range of mechanisms for you to feedback about your experience of teaching and learning. We aim to respond to your feedback and let you know of our plans for improvement.

The Students Union can support you in voicing your opinion, provide on-going advice and support and encourage your involvement in all feedback opportunities. They will be requesting that you complete the National Student Survey (during semester 2 for students in their final year of study) or the UCLan Student Survey (all other students).

The Students’ Union and University work closely together to ensure that the student voice is heard in all matters of student-life. We encourage students to provide constructive feedback throughout their time at university, through course reps, surveys and any other appropriate means.

The Union’s Student Affairs Committee (SAC), members of Students’ Council and School Presidents each have particular representative responsibilities and are involved with decision making committees at levels as high as the University Board. Therefore it is very important students engage with the democratic processes of the Students’ Union and elect the students they see as most able to represent them.

8.1 Course Representatives and School Presidents
A course representative is a student who represents their fellow students' views and opinions to the course team, school, university and students’ union. Course representatives work proactively and diplomatically to improve the academic and non-academic experiences of students.
The role of a course representative is extremely beneficial to both students on your course and the University. It enables students to have ownership of their student experience, to voice their opinions and to share positive practice with the course team, primarily at the Student Staff Liaison Committee Meetings (see below).

Course representatives will be elected every year either in April or September. Alongside receiving recognition, support and respect, being a course representative is a great opportunity to enhance your employability skills. If you are interested in becoming a course representative and wish to find out more about the role visit the Students’ Union website or by emailing: coursereps@uclan.ac.uk.

School Presidents are annually elected representatives who voice the opinions of students within each school. They communicate and engage with students in their school to gain feedback and work in partnership with senior management to create positive change. They are also trained to support and signpost course representatives where needed. If you wish to find out who your School President is or more about the role visit the Students’ Union website or email: coursereps@uclan.ac.uk

8.2 Student Staff Liaison Committee Meetings (SSLC)

The purpose of a SSLC meeting is to improve courses, to have an open discussion and respect each other’s views, to share good practice where identified, to provide opportunity for students to feedback to staff about their course and student experience, to regularly review the course to improve its development, and to jointly work together to action plan against issues raised.

There will normally be one meeting per semester which will last no more than 2 hours. Your School President will Chair the meetings with an academic co-Chair, using guidelines and will provide a record of the meeting with any decisions and / or responses made and / or actions taken as a result of the discussions held. A standard agenda and action grid template will be used. Course representatives will gather feedback from students and communicate this to the School President in advance of the meetings.

8.3 Complaints

The University recognises that there may be occasions when you have cause for complaint about the service you have received. When this happens, the University’s Complaints Procedure is intended to provide an accessible, fair and straightforward system which ensures an effective, prompt and appropriate response. Click on this link for more information University's Complaints Procedure

If you are a student registered for a University award at a partner college, who is dissatisfied with the provision at the college, you should pursue your complaint in accordance with the college’s complaints procedure in the first instance. In the event of continuing dissatisfaction when you have completed the college’s procedure, you will be entitled to submit your complaint to UCLan.