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.
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1. **Welcome to the course**

Welcome to the School of Journalism, Media and Performance - one of the best centres for journalism education in the UK. Our reputation rests on our commitment to providing practical and vocational courses in journalism, underpinned by theoretical and conceptual aspects relevant to the profession.

Journalism at UCLan is recognised nationally and internationally as a centre of excellence in its field. We have an excellent employability record, high student satisfaction and our students and alumni regularly win awards from prestigious organisations such as the Royal Television Society, the National Council for the Training of Journalists, the Broadcast Journalism Training Council and the Professional Publishers Association. We enjoy partnerships with the BBC, ITN and ITV to enhance student skills, employability and diversity.

In addition, innovative research within the journalism teaching team and the Media Innovation Studio (MIS) has led to collaborative projects with leading media organisations nationally and internationally.

In recent years, advances in technology have changed the face of journalism. Today’s journalist is multi-skilled, producing news in a variety of formats for a range of platforms and for social media. We endeavour, through our teaching and research, to equip you with the skills and knowledge to meet these challenges and to enhance your employability within the profession. We have recently invested in a new ‘digital first’ newsroom and upgraded our media facilities. Ethics and professional behaviour are at the heart of our teaching.

Three industry bodies accredit the BA Honours Journalism programme. The National Council for the Training of Journalists (NCTJ), the Broadcast Journalism Training Council (BJTC) and the Professional Publishers Association (PPA). All our students are expected to take the full range of exams to achieve the NCTJ Diploma in Journalism. This is a condition of our accreditation.

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 event 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 55 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

The BA (Hons) Journalism degree offers practical teaching in multimedia journalism underpinned by the study of journalism theory. Specific module aims and learning outcomes are specified in the Module Information Packs (MIPs) and contribute to the fulfilment of the course objectives.

Currently, students are introduced in the first year to the core skills of newsgathering, reporting and writing, along with the technical skills for electronic and digital journalism. You will learn academic study skills and find out about the history of the media industry and how it is shaped. You will also learn about media economics. You will study Media Law, in preparation for NCTJ Law examinations. You will also study journalism ethics and regulation. You will have the opportunity to learn Teeline shorthand - an essential skill for journalists and a requirement for the NCTJ Diploma.

In the second year, a multimedia approach allows students to continue to develop their practical skills for print, broadcast and digital platforms. You will take part in a number of practical live newsdays. Students also analyse journalism in an international context. There is also a choice of optional modules.

In the final year, students will undertake further news days that allow you to experience the buzz of working in a live news environment producing content across platforms. You then have a choice to either complete a dissertation or take part in a media entrepreneurship module or have a choice of two optional modules.

There is also a compulsory three-week minimum work placement to develop your professional skills and enhance your employability. While this is a formal course placement requirement, all students are expected to seek out work placements throughout the three years of this course.

Aims of the Course

- To produce multi-media journalists equipped with the skills needed for employment in journalism, the media/creative industries and other allied careers.
- To develop 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 frameworks of journalism and to encourage students to reflect critically on their own practice.

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:

- You will have knowledge of the development, economics, structures and operation of the media and how external influences impact on the work of a journalist. You will have an understanding of how a professional journalist works and how content is obtained, written, edited and presented across platforms. You will also have knowledge of legal, ethical and regulatory frameworks required for best practice. An understanding of theoretical and conceptual issues that relate to sports journalism.
• You will be able to select, gather and produce journalism content for a range of media and audiences, use a range of technical equipment and practical skills in the media production process. You will also be able to apply key journalism practices, including writing, match reporting, interviewing, presentation and other industry specific skills. Apply editorial judgement to a range of content and outputs.

• You will be able to select and critically analyse information from a range of primary and secondary sources and plan and conduct research and communicate findings. You will also be able to use theory to analyse journalistic practice and output, construct sound arguments, using appropriate evidence and acknowledging alternative perspectives, and communicate effectively in written, oral and visual forms. Critically reflect on learning and personal performance.

• You will be self-confident, organised, curious, determined, flexible and a team player. You will also be an independent thinker, creative, innovative and reflective. You will be able to meet industry accreditation standards and network and collaborate with media professionals. You will also be able to develop and manage you professional profile as part of your career development.

A complete description of the Learning Outcomes of the course can be found in Appendix 1.

1.2 Course Team

Head of School- John Holloway

Journalism Division Leader- Julie Freer

Julie is the academic team leader for journalism and is responsible for the day to day running of all your journalism teaching. She is a Principal Lecturer in Journalism and a Fellow of the Higher Education Academy. She has been at UCLan since 2002 and was previously the course leader of our BA (Hons) Journalism programme. She joined UCLan from the University of Salford, where she was a Lecturer in Journalism. She moved into higher education mid-career after working for 20 years in regional newspapers.
Direct line: 01772 894750, e-mail JEFreer@uclan.ac.uk

Caroline Hawtin - Course Leader - BA Hons Journalism

Caroline is an experienced senior broadcast journalist, having worked in BBC Local Radio and television for twelve years; producing and presenting news and features across the board from magazine programmes to news and current affairs. Caroline also worked in regional BBC TV current affairs, researching and producing documentaries. Since 2007, Caroline has been teaching practical broadcast journalism and theory at all levels from Foundation Entry level to 3rd Year and Postgraduates and has previously led the MA Broadcast Journalism and Foundation Journalism programmes.
Fiona Steggles
Fiona teaches on the undergraduate and postgraduate broadcast modules. Fiona is a highly experienced radio and TV producer, reporter and manager. She previously worked for BBC TV as assistant news editor for North West Tonight.
Direct line 01772 894755, email fsteggles@uclan.ac.uk

Deborah Robinson
Deborah is a senior lecturer, with a background in broadcast journalism. Deborah runs the work placement module. She spent 10 years as a TV reporter and producer for the BBC. She has also worked in newspapers, national magazines, radio and public relations.
Direct Line: 01772 894749, email DRobinson3@uclan.ac.uk

Kevin Duffy
Kevin Duffy was employed as a full-time staff journalist for over 20 years before he began lecturing in the subject. He entered the journalism industry as a freelance reporter/photographer and his career includes four years as a newspaper editor and four years as a TV news reporter.

Amy Binns
Amy teaches magazine and online journalism and is research active, having published several academic papers. Amy has previously taught at the University of Huddersfield. She has worked as a senior reporter on the Yorkshire Post and the Lancashire Evening Telegraph.
Direct line: 01772 895694, email abinns@uclan.ac.uk

Pat Brand
Pat is module leader and co-ordinator for all shorthand teaching. She has a wealth of experience teaching this essential skill for journalists.
Direct line: 01772 894735, e-mail pabrand@uclan.ac.uk

Clare Cook
Clare is an award-winning investigative journalist with ten years' industry experience. She is also research active and has instigated research projects nationally and internationally. She moved into lecturing following a successful career at regional and national press level before turning to magazines as a chief sub editor. Being bilingual has also allowed her to pursue a journalism career in France.
Direct line: 01772 894737, e-mail cecook@uclan.ac.uk

Andy Dickinson
Andy is a senior lecturer in digital journalism and he is also involved in the department’s industry knowledge transfer programme. Prior to joining the department Andy worked in the university’s media technology centre.
Direct line: 01772 894752, e-mail asdickinson@uclan.ac.uk

Liam Fogarty
Liam teaches on the BA and postgraduate Journalism programmes. Liam is a highly experienced journalist and broadcaster and a distinguished political reporter. He spent more than 20 years with BBC TV and BBC Radio as an editor, producer and news correspondent.
Direct line: 01772 895045, e-mail WJFogarty1@uclan.ac.uk
Dr Francois Nel
François is the founding director of the Journalism Leaders Programme at UCLAN and co-founder of the Digital Editors’ Network. An award-winning journalist and educator with wide international experience, Francois earned his BA and MA degrees in the US and completed his doctoral studies at City University, London. An active researcher and consultant, he has initiated three ongoing studies into the impacts of technology on the business and practices of the newspaper industry. Francois has an interest in entrepreneurial journalism.
Direct line: 01772 894758 email FP Nel@uclan.ac.uk

Dr George Ogola
George takes a lead role in research and also teaches international journalism. He joined the division from the University of Witwatersrand in Johannesburg where he took his PhD. He also has experience as a journalist in Kenya.
Direct line: 01772 894829, email GEOgola@uclan.ac.uk

Dr Andrew Hobbs
Andrew specialises in print and online journalism, feature writing, magazines, history and analysis, research methods, academic skills. Andrew wrote, sub-edited and edited on local, regional and national newspapers and magazines for more than 20 years. He worked with young people in Zambia for three years on HIV/AIDS education.
Direct line: 01772 895993 email ahobbs2@uclan.ac.uk

1.3 Expertise of Staff
Teaching is delivered by experienced and highly qualified staff, who have worked as professional journalists across a range of media. The Journalism team also has an established and respected research profile and many members of staff are involved in individual research projects. In addition, staff hold teaching qualifications relevant to the delivery of higher education. Enhancing student employability is an important aim for teaching staff and tutors maintain strong links with industry to develop work placement and employment opportunities.

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
Course Administration 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.

The hub telephone number is 01772 891994/1995
The hub email contact is candthub@uclan.ac.uk
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.

It is important for us all to keep in touch. Beyond lectures and seminars, your tutors will contact you via email and Blackboard. Different tutors may favour different systems: for some, email is the usual conduit, others make extensive use of Blackboard. Both are used for general messages, timetable changes, tutorial times, news of guest speakers and job vacancies.

1.7 External Examiners

The University has appointed an External Examines for 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. Their names, 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.

External examiners: Andrew James – Nottingham Trent University and Dr Karen Fowler-Watt, University of Bournemouth.

2. Structure of the course

2.1 Overall structure

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.

Course structure

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**

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>SEMESTER 2</th>
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<tbody>
<tr>
<td><strong>JN1501 The Professional Journalist 1.</strong> All year module worth 60 credits.</td>
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<tr>
<td><strong>JN1502 The Making of the Media</strong> Semester one module worth 20 credits.</td>
<td><strong>JN1503 The Economics of the Media.</strong> Semester two module worth 20 credits.</td>
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<tr>
<td><strong>JN1504 Media Law and Regulation.</strong> All year module worth 20 credits.</td>
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**Year 2**

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>SEMESTER 2</th>
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</thead>
<tbody>
<tr>
<td><strong>JN2501 The Professional Journalist 2</strong> 20 credits. Core module.</td>
<td><strong>JN2502 The Newsroom 1</strong> 40 credits. Core module.</td>
</tr>
<tr>
<td><strong>JN2509 Reporting Politics and Society</strong> 20 credits. Comp module. All Year.</td>
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You then choose **two** from the following 20 credit modules (1 each semester).

- JN2515 Music Journalism
- JN2508 Issues in International Journalism
- JN2511 Data Journalism
- JN2510 Controversies in Journalism
- JN2512 Photojournalism
- JN2503 The Business of Journalism
## Year 3

### All Year

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Duration</th>
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<tbody>
<tr>
<td>JN3501</td>
<td>The Newsroom 2 Desk 2</td>
<td>60</td>
<td>All year</td>
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<td>All year</td>
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<td></td>
<td>Core module</td>
<td></td>
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<tr>
<td>JN3508</td>
<td>Work Placement.</td>
<td>20</td>
<td>All year</td>
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<td></td>
<td>Core Module</td>
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<td></td>
<td>Plus 40 credits made up from</td>
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<tr>
<td></td>
<td>Either JN3502 Dissertation</td>
<td>40</td>
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<tr>
<td></td>
<td>Or JN3503 Media Entrepreneurship</td>
<td>40</td>
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<tr>
<td></td>
<td>Or 40 credits made up from two of the following 20 credit modules</td>
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### Semester One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Duration</th>
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</thead>
<tbody>
<tr>
<td>JN3509</td>
<td>Reporting Politics and Society</td>
<td></td>
<td>All year</td>
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<tr>
<td></td>
<td>All year</td>
<td></td>
<td>(If not undertaken in Year 2)</td>
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<tr>
<td></td>
<td>JN3513 Specialist Journalism</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>JN3043 Advanced Student-Negotiated Module (Sem 1 or 2)</td>
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### Semester Two

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Duration</th>
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<tbody>
<tr>
<td>JN3512</td>
<td>Constructive Journalism</td>
<td></td>
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<td></td>
<td>JN3511 Future Media.</td>
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### 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, triple modules have a value of 60 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.

### Work Placement

Students are required to carry out a minimum 15 days of work placement as part of our industry accreditation. Generally, this takes place in the second and third year of study, however students are encouraged to find and complete work placement throughout the entire course, as this enhances employability. The timing of the formal placement period in the academic
year is determined by the individual module leader. Most placements will be in specific weeks, though students may also undertake placement at Easter and during the summer recess.

Occasionally, employers may require placement attendance during term time teaching. This can only be arranged in exceptional circumstances and you must ask permission from your module leader and course leader before contacting employers. You must not make your own arrangements for placements outside the official placement weeks during the academic year unless your course leader has agreed. While placement is an important part of the programme, it is vital that you do not miss classes for other modules.

Tutors may assist in arranging placements through their industry contacts and they may prefer to make the initial contact with some employers for you. If this is the case, you will be told at the start of the module. However, it is your responsibility to make sure you have the required 15 days of work experience arranged and you will be given advice on where to look for opportunities. An employer must satisfy the university’s health and safety requirements in order for you to take up your placement. In addition, you must complete the university’s online Health and Safety course, which can be found on eLearn/Blackboard. Any student who does not complete the H&S course and provide details of the placement provider will not be allowed to take up the placement offer.

**Foundation Journalism**

Foundation Entry is an alternative route for those who wish to take a journalism undergraduate honours degree but do not 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 who wish to continue onto BA (Hons) Journalism will need to undertake an entrance test before they make successful progress, in order to assess their suitability for a career in journalism. This is a requirement of all journalism programmes currently accredited by the National Council for the Training of Journalists.

**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.
The BA Honours Journalism programme consists of single, double or triple modules. The course structure above explains what you will study in each semester. Single modules generally run in one semester, however some single modules may run across two semesters and this is indicated in the structure diagram on the previous page. A double or triple module runs across two semesters. Below are brief details of what you will study for each module.

**Year One**

**Module JN1501 The Professional Journalist 1**

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.

**Module JN1502 The Making of the Media**

The module will examine who journalists are, what they do and the pressures and influences they encounter. You will gain an overview of the past and present of journalism through news and sport case studies, from the UK and overseas. You will be introduced to academic study and essay-writing skills. You will also develop presentation skills.

**Module JN1503 Economics of the Media**

This module will introduce you to the main economic concepts and issues affecting the media. It will enable you to describe characteristics of media firms and the different competitive market structures in which they operate. It will prepare you to identify and interpret the dynamic forces that are re-shaping the media industries worldwide.

**Module JN1504 Media Law and Regulation**

This module introduces you to the legal and regulatory framework within which journalists operate. You will study the Essential Media Law and Court Reporting programme of the National Council For The Training Of Journalists (NCTJ). This prepares you for sitting both the University module examination and the NCTJ examination in Essential Media Law And Regulation. The module also aims to meet the accreditation requirements of the Broadcast Journalism Training Council and the Periodicals Publishers’ Association. The module is also designed to enable you to apply your knowledge of law and regulation in a newsroom environment via your practical journalism sessions.
Year Two

Module JN2501 The Professional Journalist 2
In this module, you will develop your writing, reporting, audio visual, digital and social media skills. You will also develop editing skills, design skills and use software applications. You will learn how to operate in TV and radio studios and in multimedia newsrooms and work as mobile journalists. You will start the process of delivering 15 news/content production days across the academic year. Voice coaching will also be provided. You will apply your knowledge of media law, ethics and regulation to your professional practice. You will also have the opportunity to develop further your shorthand skills.

Module JN2502 Newsroom 1
Students will be involved in writing, reporting, repurposing and sharing of content in a multimedia newsroom environment through a series of news/features production days. You will apply multimedia technical skills and multimedia formats and treatments. You will complete the process of delivering news/content production days throughout the academic year. You will start to develop teamwork and leadership skills. You will continue with voice coaching and apply presentation skills to your work in the newsroom. You will also operate in radio and TV studios. There will also be application of design skills and the use of software applications, images and graphics. You will apply your knowledge of media law, ethics and regulation to your newsroom practice. You will also learn how to critically reflect on your personal and professional development.

Module JN2509 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. Students study the Essential Public Affairs programme of the National Council for the Training of Journalists. This prepares students for sitting the NCTJ Essential Public Affairs examination, which also serves as the University’s exam. The module also aims to meet the accreditation requirements of the Broadcast Journalism Training Council and the Periodicals 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.

Students also choose two modules from the following 20 credit modules.

Module JN2503 The Business of Journalism
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.

Module JN2508 Issues in International Journalism.
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. The module further examines some of the key debates involved in the reporting of international news to determine the requirements of high quality reporting of international news.

**Module JN2510 Controversies in Journalism**

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.

**Module JN2511 Data Journalism**

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.

**Module JN2515 Music Journalism**

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.

**Module JN2516 Book Publishing**

This module enables students to develop a knowledge of, and critical engagement with, current issues, challenges and potential solutions in publishing and bookselling. You will learn how the current book publishing industry is structured and who the main players are in the UK and internationally. You will develop your creative thinking and market opportunity recognition to design viable publishing propositions. You will understand the various career paths that are open to you in the publishing industry. You will develop independent study skills.

**Year Three**

**Module JN3501 The Newsroom 2**

This module will continue to develop students to work independently and as newsroom team members to produce innovative and creative 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.
**Module JN3053 Media Entrepreneurship**

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.

**Module JN3058 Work Placement**

This module aims to prepare students for work placement in line with industry accreditation requirements. You will develop a creative, interesting CV, learn how to apply for placements, develop targeted covering letters, research the jobs sector, complete three weeks work placement and reflect on your experience.

**Module JN3052 Journalism Dissertation**

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.

**OR two of the following 20 credit modules.**

**Module JN3059 Reporting Politics and Society (If not undertaken in year 2. I.e. Studied abroad in Year 2).**

This module introduces students to the constitutional framework, structures and institutions of central and local government and other public bodies in the UK. Students study the Essential Public Affairs programme of the National Council for the Training of Journalists. This prepares students for sitting the NCTJ Essential Public Affairs examination. The module also aims to meet the accreditation requirements of the Broadcast Journalism Training Council and the Periodicals 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.

**Module JN3051 Future Media**

This module will enable students to explore how the emerging technical affordances of new media technologies are altering/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 (facing journalism) and prospects for emergent and emerging 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.
Module JN3512 Constructive Journalism

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.

Module 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.

Module Project JN3043 Advanced Student-Negotiated Module (Independent Journalism Project)

Specific content of the module will be agreed between the appointed supervisor and the student. The project can be practical or study-based or a mixture of both. It must be in the field of journalism, judged to meet study and level requirements and to contribute to at least three of the programme learning outcomes. An individual 'module outline' will be drawn up by the module leader and agreed with the student. Module can be undertaken in Sem 1 or Sem 2.

2.3 Course requirements

Students are required to pass ALL modules in Years Two and Three in order to qualify for a degree. Students are required to pass ALL modules in one year in order to progress to the next year. In some circumstances, but not all, a single module which has been failed may be re-taken the following year but must then be passed.

It is a requirement of the course that all students undertake a minimum placement of three weeks (equating to 15 working days across their 3 years of study).

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 Learning and teaching methods

Teaching and learning will be delivered through lectures, practical workshops, newdays, 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

WISER, based in Harris Building 113, offers a range of specialist, free sessions and courses to help you develop your study skills. These range from essay writing to time management. Check them out in Harris Building 113 or visit WISER on the UCLan website.

WISER http://www.uclan.ac.uk/students/study/wiser/index.php

LIS https://portal.uclan.ac.uk/webapps/portal/frameset.jsp?tab_tab_group_id=25_1
3.4 Learning resources
3.4.1 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.

3.4.2 Electronic Resources

LIS provide access to a huge range of electronic resources – e-journals and databases, e-books, images and texts. You will be expected to use Blackboard (formerly known as WebCT or e-learn) to keep up to speed with many of your modules.

3.5 Personal development planning

To help you with your learning you will carry out a process of Personal Development Planning (PDP). Personal Development Planning is a supported and structured process to help you understand more about how you learn and what you learn. It encourages you to review, plan and take responsibility for your own learning to improve your personal, educational and career development.

Personal Development Planning provides you with opportunities to reflect on what you are learning on the course and during your time at university, identify your strengths and weaknesses and to develop your own strategies to further improve your performance. It gives you a framework to record your activities and actions and forms the basis for your career development by providing evidence of the development of a wide range of skills and experiences that are sought by employers and which will aid your advancement in the workplace.

Personal Development Planning is a process that only you can fully undertake as it calls upon you to constantly reflect on what you do and how you do it. It is a process that is similar to, and often linked with, your subject specific learning.

On this course you are required to carry out practical journalism tasks and to reflect on how and why these are done, what the consequences are and ways they could be better done. Personal Development Planning is the same process, but in relation to yourself – you are required to carry out learning tasks and to reflect on what you learned and how, what the consequences are and ways they could be better done.

At the start of the course there will be an explanation of Personal Development Planning. You will be expected to start and maintain your progress file which will contain transcripts of assignments and other feedback. It is important that you record your activities as a learner and make notes that reflect on your experiences and the actions you took to resolve
problems and achieve success.

You should bring this file to meetings with your Academic Advisor, who will ask you to talk about your learning and how you are developing plans to improve it.

In individual modules seminars will be included that will ask you to reflect on your approaches to subject learning (for instance, how you have related practical journalism experiences to communication theory) and how you reacted to different learning techniques (for instance, working in groups, making presentations, compiling portfolios).

3.6 Preparing for your career

At UCLan, we are proud of our excellent employability 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.

You will be able to record your journey using Pebblepad, the university’s e-portfolio system, which will leave you with a permanent record of all the fantastic things you have achieved during your time at UCLan.

It’s your future: take charge of it!

Careers 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
• 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 our careers and employability resources via the Student Portal.

4. Student Support

The Administration Hub (see section 1.5 for contact details) is in Greenbank 001 and they can help with general support and advice. The School student liaison office is in Harris Building 124 and also can be reached at SLOAHSS@uclan.ac.uk. 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 personal advisor or 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 and to provide appropriate support for you to complete your study successfully. Where necessary, you will be asked for evidence to help identify appropriate adjustments.

**Assessment arrangements for students with a disability**

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

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

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

5.1 Assessment Strategy

The university Assessment Handbook explains how you are assessed in detail: http://www.uclan.ac.uk/study_here/assets/images/assessment-handbook-current.pdf

It is important that you read and understand this information. The Module Information Packs give you more details about the specific assignments in a particular module. 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, their respective deadlines for submission, where and how students should submit work and the marking criteria to be used are usually outlined in Module Information Packs or contained in assessment briefings distributed by the respective tutor. Module information relating to assessment can also be found on eLearn/Blackboard.

5.3 Referencing

The referencing style is the Harvard style and a brochure on its use is available in the library.

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.

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.

The University publishes the principles underpinning the way in which awards and results are decided in Academic Regulation Section H. Decisions about the overall classification of awards are made by Assessment Boards through the application of the academic and relevant course regulations. In simple terms an undergraduate honours degree
classification is based on the highest classification.

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. 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.

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 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,

The Union’s Student Affairs Committee (SAC), and members of Students’ Council each have particular representative responsibilities, and are involved with decision making committees 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.

7.1 Student Staff Liaison Committee meetings (SSLCs)

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

The purpose of a SSLC meeting is to provide the opportunity for course representatives to feedback to staff about the course, the overall student experience and to inform developments which will improve future courses. These meetings are normally scheduled once per semester.

Meetings will be facilitated using guidelines and a record of the meeting will be provided with any decisions and / or responses made and / or actions taken as a result of the discussions
The meetings include discussion of items forwarded by course representatives, normally related to the following agenda items (dependent on time of year).

- Update on actions completed since the last meeting
- Feedback about the previous year – discussion of external examiner’s report; outcomes of National /UCLan student surveys.
- Review of enrolment / induction experience;
- Course organisation and management (from each individual year group, and the course overall);
- Experience of modules - teaching, assessment, feedback;
- Experience of academic support which may include e.g. Personal Development Planning, academic advisor arrangements;
- Other aspects of University life relevant to student experience e.g. learning resources, IT, library;
- Any other issues raised by students or staff.

### Course representatives

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 and voice their opinions and share positive practice with the course team, primarily 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](mailto:studentsunion@uclan.ac.uk) or by emailing: [coursereps@uclan.ac.uk](mailto:coursereps@uclan.ac.uk).

### School Presidents

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 is your School President or more about the role visit the [Students’ Union website](mailto:studentsunion@uclan.ac.uk) or email: [coursereps@uclan.ac.uk](mailto:coursereps@uclan.ac.uk).
### 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**

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>3. University School/Centre.</td>
<td>Journalism, Media and Performance</td>
</tr>
<tr>
<td>5. Title of Final Award</td>
<td>BA (Hons) Journalism</td>
</tr>
<tr>
<td>6. Modes of Attendance offered</td>
<td>Full time</td>
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<td>7. UCAS Code</td>
<td>P500</td>
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<td>-----------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>8. Relevant Subject</td>
<td>Communication, Media, Film and Cultural Studies</td>
</tr>
<tr>
<td>Benchmarking Group(s)</td>
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</tr>
<tr>
<td>9. Other external influences</td>
<td>None</td>
</tr>
<tr>
<td>10. Date of production/revision of this form</td>
<td>June 1, 2017</td>
</tr>
<tr>
<td>11. Aims of the Programme</td>
<td></td>
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<tr>
<td>• To produce multi-media journalists equipped with the skills needed for employment in journalism, the media/creative industries and other allied careers.</td>
<td></td>
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<tr>
<td>• To develop journalism practitioners who are independent learners and to encourage the development of critical thinking, reasoning, research and communication skills.</td>
<td></td>
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<tr>
<td>• To develop students' understanding of the legal, regulatory and ethical frameworks of journalism and to encourage students to reflect critically on their own practice.</td>
<td></td>
</tr>
</tbody>
</table>
### Learning Outcomes, Teaching, Learning and Assessment Methods

#### A. Knowledge and Understanding

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

A1. Explain the 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.


A4. Discuss theoretical and conceptual issues that relate to journalism.

#### Teaching and Learning Methods

Lectures, practical workshops, newsdays, seminars, case studies, projects, placements, self-directed study.

#### Assessment methods

Essays, presentations, news outputs, portfolios, coursework, exam, seminar performance.

#### 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.

B4. Apply editorial judgement to a range of content and outputs.

#### Teaching and Learning Methods

Lectures, practical workshops, newsdays, seminars, case studies, work placement.

#### Assessment methods

Skills audits, news/content outputs, portfolios, project work, exam

#### 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 and plan and conduct research and communicate findings.

C2. Use theory to analyse journalistic practice and output.

C3. Construct sound arguments, using appropriate evidence and acknowledging alternative perspectives, and communicate effectively in written, oral and visual forms.


**Teaching and Learning Methods**

Lecturers, seminars, case studies, independent study, reflection.

**Assessment methods**

Essays, reports, critical analysis, dissertation, projects, seminar performance assessment.

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

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

D1. Present themselves self-confidently, organise their time efficiently and demonstrate curiosity, determination, flexibility and teamwork.

D2. Practise independent thinking, creativity, innovation and reflection.

D3. Meet industry accreditation standards

D4. Network and collaborate with media professionals and manage their professional profile as part of their career development.

**Teaching and Learning Methods**

Participation in lectures, practical workshops and seminars, team projects, newsdays, industry placements, career planning, reflective logs.

**Assessment methods**

Industry accreditation examinations, assessed news outputs, group projects, reflective critiques, portfolios.

**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>JN3501</td>
<td>The Newsroom 2 core</td>
<td>60</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td></td>
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<td>------------</td>
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<td></td>
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<tr>
<td>JN3508</td>
<td>Work Placement core</td>
<td>20</td>
<td></td>
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<td></td>
<td>Plus 40 credits made up of EITHER</td>
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<tr>
<td>JN3502</td>
<td>Journalism Dissertation</td>
<td>40</td>
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<tr>
<td>JN3503</td>
<td>OR Media Entrepreneurship</td>
<td>40</td>
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<td></td>
<td>OR students must make up 40 credits from two 20</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>credit modules below:</td>
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<td></td>
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<tr>
<td>JN3509</td>
<td>Reporting Politics and Society.</td>
<td>20</td>
<td></td>
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<tr>
<td>JN3511</td>
<td>Future Media</td>
<td>20</td>
<td></td>
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<tr>
<td>JN3512</td>
<td>Constructive Journalism</td>
<td>20</td>
<td></td>
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<tr>
<td>JN3513</td>
<td>Specialist Journalism</td>
<td>20</td>
<td></td>
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<tr>
<td>JN3043</td>
<td>Advanced Student-Negotiated Module</td>
<td>20</td>
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<tr>
<td>Level 5</td>
<td>JN2501 The Professional Journalist 2 (core)</td>
<td>20</td>
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<tr>
<td></td>
<td>The Newsroom 1 (Core)</td>
<td>40</td>
<td></td>
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<tr>
<td>JN2502</td>
<td>Reporting Politics and Society (Compulsory)</td>
<td>20</td>
<td></td>
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<tr>
<td></td>
<td>STUDENTS SELECT 2 OF THE FOLLOWING:</td>
<td></td>
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<tr>
<td>JN2508</td>
<td>Issues in International Journalism</td>
<td>20</td>
<td></td>
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<tr>
<td>JN2510</td>
<td>Controversies in Journalism</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>JN2511</td>
<td>Data Journalism</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>JN2512</td>
<td>Photojournalism</td>
<td>20</td>
<td></td>
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<tr>
<td>JN2515</td>
<td>Music Journalism</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>JN2516</td>
<td>Book Publishing</td>
<td>20</td>
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</tbody>
</table>

**Bachelor Degree**

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

Core modules must be passed to meet industry accreditation requirements.

**Diploma of Higher Education**

Requires 240 credits including a minimum of 100 at Level 5 or above.
<table>
<thead>
<tr>
<th>Level 4</th>
<th>Module Code</th>
<th>Module Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>JN1501</td>
<td>The Professional Journalist 1 (core)</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>JN1502</td>
<td>The Making of the Media (compulsory)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>JN1503</td>
<td>The Economics of the Media (compulsory)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>JN1504</td>
<td>Media Law and Regulation (core)</td>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>

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

| Certificate of Higher Education | Requires 120 credits at Level 4 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 has been 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.

For Foundation Entry:
<table>
<thead>
<tr>
<th>Qualification</th>
<th>Grade or Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>72 points at A2; General Studies accepted</td>
<td></td>
</tr>
<tr>
<td>OCF BTEC Extended Diploma</td>
<td>Merit, Pass, Pass</td>
</tr>
<tr>
<td>QCF BTEC Diploma</td>
<td>Merit</td>
</tr>
<tr>
<td>Access to Higher Education</td>
<td>72 points</td>
</tr>
<tr>
<td>Pass International Baccalaureate Diploma</td>
<td>24 Points</td>
</tr>
<tr>
<td>GCSE</td>
<td>5 GCSEs at grade C including Maths and English.</td>
</tr>
<tr>
<td>IELTS</td>
<td>grade 6 with no subscore lower than 5.5</td>
</tr>
</tbody>
</table>

For Yr1 Entry:

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

**At least two A2 level subjects including**

- One A2 level subject plus one single award Advanced VCE
- One double or two single award(s) Advanced VCE

**Specific entry requirements for this course are:**

- ABB/BBC at A2 level/ DDM/DMM - BTEC
- Overseas Admission Criteria: This is a UK industry-accredited programme. Therefore, applicants should demonstrate academic levels, interests or journalism experience equivalent to the UK. Additionally, they must have an English standard at IELTS 7.5.

**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

For changes to 2017 UCAS tariff entry requirements please see our [important information](#). UCLan requires all undergraduate applicants to have a minimum attainment of five GCSEs at grade C and above, or equivalent, (including Maths and English). In 2017 and beyond we will view the new Grade 4 as being equivalent to a C grade and will therefore require students to achieve GCSE Grade 4 or above. However, if the subject is relevant to our degree programme and requires a higher GCSE grade (e.g. GCSE B grade), and/or includes a Professional body that governs the entry requirements, Grade 5 or above may be required.

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

- [www.uclan.ac.uk](http://www.uclan.ac.uk)
- [UCLan prospectus](#)
<table>
<thead>
<tr>
<th>Level</th>
<th>Module Code</th>
<th>Module Title</th>
<th>Core (C), Compulsory (COMP) or Option (O)</th>
<th>Knowledge and understanding</th>
<th>Subject-specific Skills</th>
<th>Thinking Skills</th>
<th>Other skills relevant to employability and personal development</th>
</tr>
</thead>
<tbody>
<tr>
<td>L6</td>
<td>JN3501</td>
<td>The Newsroom 2</td>
<td>Core</td>
<td>☑  ☑  ☑  ☑  ☑  ☑  ☑  ☑</td>
<td>☑  ☑  ☑  ☑  ☑  ☑  ☑  ☑</td>
<td>☑  ☑  ☑  ☑  ☑  ☑  ☑  ☑</td>
<td>☑  ☑  ☑  ☑  ☑  ☑  ☑  ☑  ☑  ☑  ☑  ☑  ☑  ☑  ☑  ☑</td>
</tr>
<tr>
<td></td>
<td>JN3508</td>
<td>Work Experience</td>
<td>Core</td>
<td>☑  ☑  ☑  ☑  ☑  ☑  ☑  ☑</td>
<td>☑  ☑  ☑  ☑  ☑  ☑  ☑  ☑</td>
<td>☑  ☑  ☑  ☑  ☑  ☑  ☑  ☑</td>
<td>☑  ☑  ☑  ☑  ☑  ☑  ☑  ☑  ☑  ☑  ☑  ☑  ☑  ☑  ☑  ☑</td>
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<tr>
<td></td>
<td>JN3502</td>
<td>Journalism Dissertation</td>
<td>Opt</td>
<td>☑  ☑  ☑  ☑</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>JN3503</td>
<td>Media Entrepreneurship</td>
<td>Opt</td>
<td>☑</td>
<td></td>
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<tr>
<td></td>
<td>JN3509</td>
<td>Reporting Politics and Society</td>
<td>Comp (if not having taken JN2509)</td>
<td>☑  ☑  ☑  ☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>JN3511</td>
<td>Future Media</td>
<td>Opt</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>JN3512</td>
<td>Constructive Journalism</td>
<td>Opt</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>JN3513</td>
<td>Specialist Journalism</td>
<td>Opt</td>
<td>☑  ☑  ☑  ☑  ☑  ☑  ☑  ☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>JN3403</td>
<td>Advanced Student-Negotiated Module</td>
<td>Opt</td>
<td>☑  ☑  ☑  ☑  ☑  ☑  ☑  ☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Course Title</td>
<td>Requirement</td>
<td>Options</td>
<td></td>
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<tr>
<td>JN2501</td>
<td>The Professional Journalist 2</td>
<td>Core</td>
<td></td>
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<tr>
<td>JN2502</td>
<td>The Newsroom 1</td>
<td>Core</td>
<td></td>
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<tr>
<td>JN2508</td>
<td>Issues in International Journalism.</td>
<td>Opt</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>JN2503</td>
<td>The Business of Journalism</td>
<td>Opt</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JN2509</td>
<td>Reporting Politics and Society</td>
<td>Comp</td>
<td></td>
<td></td>
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<tr>
<td>JN2510</td>
<td>Controversies in Journalism</td>
<td>Opt</td>
<td></td>
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<tr>
<td>JN2511</td>
<td>Data Journalism</td>
<td>Opt</td>
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</tr>
<tr>
<td>JN2512</td>
<td>Photojournalism</td>
<td>Opt</td>
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<tr>
<td>JN2515</td>
<td>Music Journalism</td>
<td>Opt</td>
<td></td>
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</tr>
<tr>
<td>JN2516</td>
<td>Book Publishing</td>
<td>Opt</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>JN1501</td>
<td>The Professional Journalist 1</td>
<td>Core</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>JN1502</td>
<td>The Making of the Media</td>
<td>Comp</td>
<td></td>
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<td></td>
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<tr>
<td>JN1503</td>
<td>Economics of the Media</td>
<td>Comp</td>
<td></td>
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<tr>
<td>JN1504</td>
<td>Media Law and Regulation</td>
<td>Core</td>
<td></td>
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</tr>
</tbody>
</table>
19. **LEARNING OUTCOMES FOR EXIT AWARDS:**

<table>
<thead>
<tr>
<th>Certificate of Higher Education</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>A4. Discuss theoretical and conceptual issues that relate to journalism.</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>B3. Apply key journalism practices, including writing, interviewing, presentation and other industry specific skills.</td>
</tr>
<tr>
<td>C2. Use theory to analyse journalistic practice and output.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Diploma of Higher Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1. Explain the 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>A4. Discuss theoretical and conceptual issues that relate to journalism.</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>B3. Apply key journalism practices, including writing, interviewing, presentation and other industry specific skills.</td>
</tr>
<tr>
<td>B4. Apply editorial judgement to a range of content and outputs.</td>
</tr>
<tr>
<td>C1. Select and critically analyse information from a range of primary and secondary sources and plan and conduct research and communicate findings.</td>
</tr>
<tr>
<td>C2. Use theory to analyse journalistic practice and output.</td>
</tr>
<tr>
<td>C3. Construct sound arguments, using appropriate evidence and acknowledging alternative perspectives, and communicate effectively in written, oral and visual forms.</td>
</tr>
<tr>
<td><strong>C4.</strong> Critically reflect on learning and personal performance.</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td><strong>D1.</strong> Present themselves self-confidently, organise their time efficiently and demonstrate curiosity, determination, flexibility and teamwork.</td>
</tr>
<tr>
<td><strong>D2.</strong> Practise independent thinking, creativity, innovation and reflection.</td>
</tr>
</tbody>
</table>

**Bachelor Degree**

<table>
<thead>
<tr>
<th><strong>A1.</strong> Explain the development, economics, structures and operation of the media.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A2.</strong> Explain how a journalist works and how content is obtained, written, edited and presented across platforms.</td>
</tr>
<tr>
<td><strong>A3.</strong> State legal, ethical and regulatory frameworks required for best practice.</td>
</tr>
<tr>
<td><strong>A4.</strong> Discuss theoretical and conceptual issues that relate to journalism.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>B1.</strong> Select, gather and produce content for a range of media and audiences.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B2.</strong> Use a range of technical equipment and practical skills in the media production process.</td>
</tr>
<tr>
<td><strong>B3.</strong> Apply key journalism practices, including writing, interviewing, presentation and other industry specific skills.</td>
</tr>
<tr>
<td><strong>B4.</strong> Apply editorial judgement to a range of content and outputs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>C1.</strong> Select and critically analyse information from a range of primary and secondary sources and plan and conduct research and communicate findings.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>C2.</strong> Use theory to analyse journalistic practice and output.</td>
</tr>
<tr>
<td><strong>C3.</strong> Construct sound arguments, using appropriate evidence and acknowledging alternative perspectives, and communicate effectively in written, oral and visual forms.</td>
</tr>
<tr>
<td><strong>C4.</strong> Critically reflect on learning and personal performance.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>D1.</strong> Present themselves self-confidently, organise their time efficiently and demonstrate curiosity, determination, flexibility and teamwork.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>D2.</strong> Practise independent thinking, creativity, innovation and reflection.</td>
</tr>
<tr>
<td><strong>D3.</strong> Meet industry accreditation standards</td>
</tr>
<tr>
<td><strong>D4.</strong> Network and collaborate with media professionals and manage their professional profile as part of their career development.</td>
</tr>
</tbody>
</table>
Addendum to the Course Handbook for

BA (Hons) Journalism
2017-18

<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
<th>Summary of change &amp; previous text removed (state whether addition / deletion / amendment / etc)</th>
<th>Date of Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prog Spec</td>
<td>Change of compulsory module JN2508 to being optional</td>
<td>Change if JN2509/JN3509 to being compulsory</td>
<td>June 2017</td>
</tr>
</tbody>
</table>
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](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>i</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 through 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.