

Extended Degree Humanities and Social Sciences

Final award	BA or BSc
Intermediate awards available	Cert HE, Dip HE
UCAS code	As above
Details of professional body accreditation	NA
Relevant QAA Benchmark statements	Communication, Media, Film and Cultural Studies (2008) Sociology (2007) English (2007) History (2007) Politics and International Relations (2007) Anthropology (2007)
Date specification last up-dated	Mar 2012

Profile

The summary - UCAS programme profile

BANNER BOX:

The Extended Degree programme prepares students for successful transition to Level 1 of their chosen degree programme through a stimulating and engaging programme of study. It provides a supportive learning space to work on personal and academic skills in preparation for Level 1 and beyond and is highly rated by students who successfully complete the programme.

ENTRY REQUIREMENTS

As a one-year full-time or two-year part-time Level 0 (that is, pre-degree/year 0) programme leading to a prospectus of BA/BSc. honours degrees in the SHSS the entry requirements to the Level 0 programme are naturally different to those required for immediate admission to Level 1.

Therefore applicants who are school leavers should normally have 120 UCAS points gained at A2, AS, BTEC National or AVCE. Students should normally have a Grade C GCSE pass in Mathematics and English or be able to offer alternative qualifications (Level 2 Key Skills in Numeracy and Communication)

Applicants without formal qualifications but with significant demonstrably life or work experience are encouraged to join the programme and are considered on an individual basis through interview.

All applicants will need a good standard of English demonstrated by achieving an award in one of the following or undertaking a standard English literacy test:

- English GSCE Grade C or above
- Level 2 Key Skills in Communication
- A minimum score of 5.5 IELTS (No skill level below 5.0)
- Cambridge Proficiency Certificate (D)
- Cambridge Certificate in Advanced English (C)
- Cambridge First Certificate (B)
- Cambridge Business English Certificate (BEC) Higher Level (C)
- Cambridge Business English Certificate (BEC) Vantage (B)
- Cambridge International GCSE (C)
- CELS Cambridge Certificate in English Skills (Vantage/Higher) CELS Vantage Pass
- City & Guilds/Pitman International and Spoken ESOL Communicator Level – First Class
- City & Guilds /Pitman International and Spoken ESOL Expert Level - Pass
- City & Guilds /Pitman International and Spoken ESOL Mastery Level - Pass
- Edexcel London Test of English Pass at Level 3 or above
- London Chamber of Commerce: English for Business – Pass at Level 2
- London Chamber of Commerce: English for Commerce – Pass at Level 2
- Michigan English Language Assessment Battery – Above 80% in ECPE
- TEEP (U of Reading ELT) Level 5.5
- TOEFL (550 paper based test with TWE 4or 213 computer based test with TW4)
- TOEIC 600
- Trinity Integrated Skills in English – Pass at Level 3
- Trinity Skills for Life – Pass at Level 2
- WELT (U of Warwick ELT) CCC

Students may be admitted through Accreditation of Experiential Learning (AEL) or Accreditation of Certificated Learning (ACL) processes. Students will be considered for APL (APE/CL) on an individual basis in order to establish whether their acquired experiential or certified skills and knowledge relate to specific modules on this programme. Guidance for claiming accreditation will be given during the Induction process and evidence would be required to support claim.

In the case of applicants whose first language is not English, then IELTS 5.5 (or equivalent) is required with no skill level below 5.0. International qualifications will be checked for appropriate matriculation to UK Higher Education undergraduate programmes.

ABOUT THE PROGRAMME

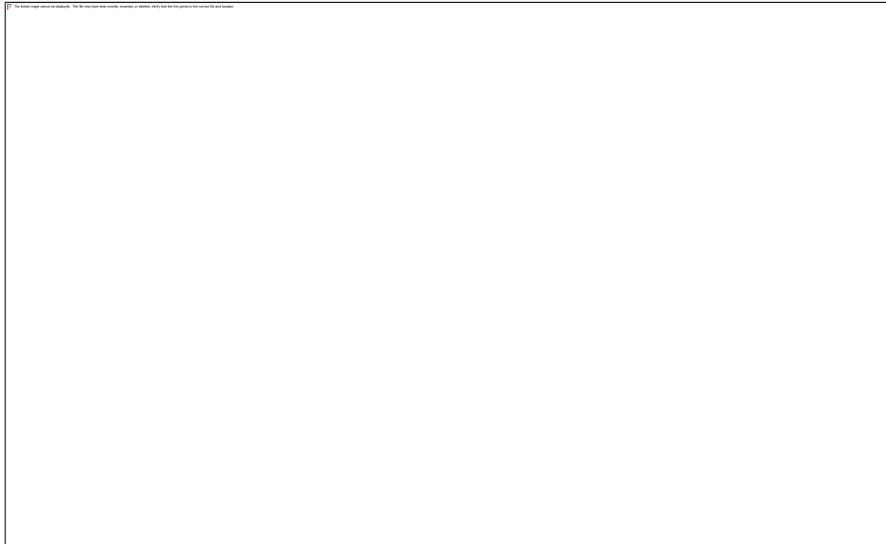
What is an Extended Degree Programme?

An extended degree programme has an extra year, a Level 0 so the length of studying is four years rather than the traditional degree if undertaken full-time. Studying at degree level is not easy, especially at the start; this preparatory year provides a supportive and stimulating environment and is an opportunity for you to devote time and resources to developing the necessary personal and academic skills to be successful at degree level study. The programme offers a variety of modules that are multidisciplinary in design and develop in students a range of key skills and broad subject knowledge within the Humanities and Social Sciences disciplines in preparation for more specialised courses of study at Levels 1-3.

Extended Degree at UEL

Programme structure

The programme starts in September each year i.e., it does not currently have a Semester B (February) start.



Learning environment

Creating a good learning environment is a key feature of Extended Degree programme. The programme has been carefully developed since 2003 to provide you with a range of teaching and learning experiences, including lectures, seminars, workshops, study –support groups, personal tutorials, study field trips and uses a virtual learning environment to support learning.

Assessment

A variety of assessments will be undertaken either individually or in groups. The most assessment method for an individual will be essay writing or reports; group work will involve production work or group presentations. There are no formal exams but there will be class tests and timed structured response questions. Given the nature of the programme there are a range of formative assessment activities built into the programme. All formative assessments on the programme must be submitted as there is a developmental purpose that is designed to help you learn more effectively by giving you feedback on your performance and how it can be improved and/or maintained prior to a formal assessment normally at the end of the semester.

Work experience/placement opportunities

If you pass the programme and progress onto degree level study, your course may include the opportunity for a work placement or volunteering module.

Project work

Project work is vital at University and it is where you have the opportunity to develop your own ideas and interests. Within the Level 0 programme year you will have a number of opportunities to work on individual and group small-scale projects, and some of these will form the basis of your assessment. In study groups and seminars you will be working in groups on weekly activities that you then present to fellow students and tutors. These activities are an opportunity to plan and manage your work, experience team working and enhance your inter-personal skills.

Added value

- The programme provides a supportive and motivating environment for you to develop your personal and academic skills and confidence.
- It is run by committed and experienced staff who want to help you realise your aspirations.
- It provides extensive study skills and personal development support.
- Utilises ultra-modern facilities at the University in computing, arts, digital and analogue media technology

IS THIS THE PROGRAMME FOR ME?

If you are interested in...

- developing key personal and academic skills for successful undergraduate study
- exploring modern life from an academic perspective in preparation for moving on to more specialised humanities or social sciences courses of study

If you enjoy...

- a challenge
- working with others
- working creatively
- trying to find answers to challenging questions
- thinking about things in new ways
- engaging with debates and topics in the media
- reading and writing
- taking part in discussions

If you want...

- to study at university but do not have the qualifications to enter Level 1
- to develop key skills essential for successful study at university
- spend time thinking about and preparing for a degree programme while developing your key skills
- develop your understanding about the world we live in

Your future career

There are a wide range of careers open to graduates and succeeding in Level 0 is your first step to getting a degree. This preparatory year starts to develop your confidence and the key

skills employers are looking for in a graduate in areas such as critical and analytical thinking, as well as good written and oral communication skills.

How we support you

There is a small dedicated team who work within the Extended Degree programme who develop good relationships with their students. You will have a personal tutor responsible for providing guidance and support in relevant areas of academic study. In addition you will also have regular access to tutors through the tutorial system on each of your modules. Additional support is provided by the Writing Centre, the School Student Enquiry Desk which operates a full-time drop in service for students and Student Services which hosts a range of support for students from financial matters to well-being.

Bonus factors

Engaging with this programme will extend your academic and professional qualifications and credentials. Your clients will benefit from your renewed confidence in negotiating and employing the professional and role authority you will develop within your organisational context. You will become more aware of the depth and breadth of interventions available within your specialist context. You will extend your vocabulary and vision and be enabled to participate in fora across the sector to promote the interests of service users and begin to influence related policy and practice.

Outcomes

Programme aims and learning outcomes

What is this programme designed to achieve?

This programme is designed to give you the opportunity to:

- This programme is designed to give you the opportunity to:
- Engage with a stimulating and engaging introduction to a broad prospectus of multi-disciplinary contemporary humanities and social science learning and teaching;
- Develop the core skills necessary for the study of various disciplines associated with humanities and social sciences;
- Develop personal attributes necessary for independent learning and study to form the basis of future skill development in Level 1;
- Engage and participate in the learning process and make use of constructive feedback for personal development
- Successfully transfer to a full degree course.

What will you learn?

Knowledge

- The necessary personal and academic skills to be successful in Level 1 and beyond
- An understanding of the participative nature of HE
- How to manage one's own learning and personal development

- The skill of manipulation of knowledge to make an informed judgement
- A basic awareness of key theories and debates about various contemporary issues
- A basic awareness of how media and cultural organisations contribute to the shaping of the modern world
- Techniques of relevant techniques of visual and sound production

Thinking skills

- How to apply what you have learnt to familiar contexts
- How to apply what you have learnt to unfamiliar contexts
- How to critically reflect on own performance
- Use a basic range of media, cultural, historical and sociological debates, theories and concepts in order to understand contemporary issues
- How to research and present information gathered

Subject-Based Practical skills

- Technologies of writing (for Advertising, Journalism, Critical and Creative Writing, Computer Games Design, English Literature, History, and Communication Studies)
- Basic competence in use of relevant media technologies: software, and where required hardware, (for Advertising, Computer Games Design, Film Studies, Music Culture, Interactive Media, Multimedia Design Technology, IT with International Development).
- Skills of understanding analysing and interpreting media and cultural artefacts (Cultural Studies, Media Studies, Advertising, Media and Creative Industries, Journalism, English Literature, Creative and Professional Writing, History)
- Skills of understanding and analysing social issues and the processes that underpin social change and stability in various communities (Anthropology, International Development, History, International Politics, IT with International Development, Sociology, Psychosocial Studies).
- Learning how to apply skills gained with some autonomy but still under direct supervision.

Skills for life and work (general skills)

- How to organise and manage workload effectively
- How to locate and select sources of information for written work/research
- How to work collaboratively
- How to express yourself in writing and in oral presentations

Structure

The programme structure

Introduction

All programmes are credit-rated to help you to understand the amount and level of study that is needed.

One credit is equal to 10 hours of directed study time (this includes everything you do e.g. lecture, seminar and independent study).

Credits are assigned to one of 5 levels:

- 0 equivalent in standard to GCE 'A' level and is intended to prepare students for year one of an undergraduate degree programme
- 1 equivalent in standard to the first year of a full-time undergraduate degree programme
- 2 equivalent in standard to the second year of a full-time undergraduate degree programme
- 3 equivalent in standard to the third year of a full-time undergraduate degree programme
- M equivalent in standard to a Masters degree

Credit rating

The overall credit-rating of this programme is 480 credits.

Typical duration

The expected duration of this programme is one year when attended in full-time mode or two years in part-time mode plus Levels 1-3. It is possible to move from a full-time mode of study to a part-time mode of study and vice-versa, to accommodate any external factors such as financial constraints or domestic commitments. Many of our students make use of this flexibility and this may impact on the overall duration of their study period.

How the teaching year is divided

The teaching year begins in September and ends in June but some programmes also allow students to join at the start of Semester B, in February. However the Extended Degree programme does not currently have Semester B start.

A typical student, in full-time attendance mode of study, will register for 120 credits in an academic year. A student in a part-time mode of study may register for up to 80 credits in any academic year.

What you will study when

This programme is part of a modular degree scheme. A student registered in a full-time attendance mode will take six 20 credit modules (or fewer, if any are 40 credit modules) per year. An honours degree student will complete modules totalling 120 credits at Level 0, 120 credits at level one, modules totalling 120 credits at level 2 and modules totalling 120 credits at level 3.

It is possible to bring together modules from one field with modules from another to produce a combined programme. Subjects are offered in a variety of combinations:

Single - 120 credits at levels one, two and three

Major - 80 credits at levels one, two and three

Joint - 60 credits at levels one, two and three

Minor - 40 credits at levels one, two and three.

LEVEL	UEL Module Code	TITLE	SKILLS MODULES	CREDITS	STATUS MINOR
0	CC0020	Introduction to Studying in Higher Education	Y	40	Core
0	CC0021	Society and Self		20	Core*
0	CC0022	Media, Culture and Society		20	Core*
0	CC0024	Narrative Structures		20	Option
0	CC0025	Introduction to New Media		20	Option
0	CC0027	Introduction to Film Studies		20	Option
0	CC0028	Understanding Cities and Communities		20	Option

Modules are defined as:

Core - Must be taken

Option - Select from a range of identified modules within the programme

*CC0021 is the Core module for students wishing to join the following programmes: Anthropology, Information Technology with International Development, International Development, International Politics, Psychosocial Studies and Sociology.

**CC0022 is the Core module for students wishing to join the following programmes: Advertising, Communication Studies, Computer Games Design, Community Arts Practice, Creative & Professional Writing, Cultural Studies, Dance, English Literature, Film Studies, Information Technology, History, Multimedia Design Technology, Journalism, Media and Creative Industries, Media Studies, Multimedia Design Technology, Music Culture, Sports Journalism and Theatre Studies.

Requirements for gaining an award

In order to gain an honours degree you will need to obtain 480 credits including:

- A minimum of 120 credits at level 0 or higher
- A minimum of 120 credits at level one or higher
- A minimum of 120 credits at level two or higher
- A minimum of 120 credits at level three or higher

In order to gain an ordinary degree you will need to obtain a minimum of 400 credits including:

- A minimum of 120 credits at level 0 or higher
- A minimum of 120 credits at level one or higher
- A minimum of 120 credits at level two or higher
- A minimum of 60 credits at level three or higher

In order to gain a Diploma of Higher Education you will need to obtain at least 360 credits including a minimum of 120 credits at level 0 or higher, 120 credits at level 1 or higher, and 120 credits at level two or higher

In order to gain a Certificate of Higher Education you will need to obtain 240 credits at level 0 or higher, 120 credits at Level one or higher

In order to gain an Undergraduate Associate Certificate you will need to obtain a minimum of 40 credits at level 0 or higher.

In order to gain an Undergraduate Certificate you will need to obtain a minimum of 20 credits at level 0 or higher.

In order to gain a Foundation Degree you will need to obtain a minimum of 360 credits including:

A minimum of 120 credits at level 0 or higher

A minimum of 120 credits at level one or higher

A minimum of 120 credits at level two or higher

(A Foundation degree is linked to a named Honours degree onto which a student may progress after successful completion of the Foundation degree)

Degree Classification

Where a student is eligible for an Honours degree, and has gained a minimum of 240 UEL credits at level 2 or level 3 on the programme, including a minimum of 120 UEL credits at level 3, the award classification is determined by calculating:

The arithmetic mean of the best 100 credits at level 3 $\times \frac{2}{3}$ + The arithmetic mean of the next best 100 credits at levels 2 and/or 3 $\times \frac{1}{3}$

and applying the mark obtained as a percentage, with all decimal points rounded up to the nearest whole number, to the following classification

70% - 100% First Class Honours

60% - 69% Second Class Honours, First Division

50% - 59% Second Class Honours, Second Division

40% - 49% Third Class Honours

0% - 39% Not passed

Foundation degree classification

Where a student is eligible for a Foundation degree, the award classification is determined by calculating the arithmetic mean of all marks obtained for modules at level 1 or higher contributing to the programme and applying the mark obtained as a percentage, with all decimal points rounded up to the nearest whole number, to the following classification

70% - 100% Distinction

55% - 69% Merit

40% - 54% Pass

0% - 39% Not passed

Assessment

Teaching, learning and assessment

Teaching and learning

Knowledge is developed through

- Presentation of framework of key information in lectures
- Student centred seminar discussions and study groups
- Reading of specified texts on a weekly basis to enhance knowledge
- Viewing of various media where appropriate
- Independent study and preparing for assessments
- Study field tips
- Project work

Thinking skills are developed through

- Engagement with resources (readings and various media) that are carefully chosen to stimulate thinking skills and understanding on all modules
- Individual and small group exercises in seminar sessions, workshops and study groups.
- Individual and small group presentations
- Application of what is learnt through assessments and weekly presentations
- Independent study for weekly sessions and assessments

Practical skills are developed through

- Introduction to key personal and academic skills to be an effective student at degree level study
- Introduction to importance of self-reflection and self-development for personal development
- Introduction to basic research skills
- Tutored introduction to media technologies, where appropriate
- Practical demonstration workshops, where appropriate
- Independent practical studies
- Project work
- Preparation for assessments

Skills for life and work (general skills) are developed through:

- Structured activities
- Individual and small group activities in seminars, study groups, workshops and on Field Trips.
- Tutorials both individual and group to discuss progress
- Group project work

- Preparing for assessments

Assessment

Knowledge is assessed by:

- Coursework, essays, reviews, presentations, practical assessments and group work
- Class tests, workbooks exercises undertaken in seminar or study group sessions

Thinking skills are assessed by:

- Coursework, essays, reviews, presentations, practical assessments and group work
- Class tests, workbook exercises undertaken in seminar or study group sessions.

Practical skills are assessed by:

- Tutor-observation
- Evidence of demonstrable understanding in completed project work and assessments

Skills for life and work (general skills) are assessed by:

- Involvement in and contribution to seminar, study groups and workshops
- Ability to understand and meet requirements of module specifications
- Attendance at tutorials
- Involvement in and contribution to group project work
- Ability to undertake independent study

Quality

How we assure the quality of this programme

Before this programme started

Before this programme started, the following was checked:

- there would be enough qualified staff to teach the programme;
- adequate resources would be in place;
- the overall aims and objectives were appropriate;
- the content of the programme met national benchmark requirements;
- the programme met any professional/statutory body requirements;
- the proposal met other internal quality criteria covering a range of issues such as admissions policy, teaching, learning and assessment strategy and student support mechanisms.

This is done through a process of programme approval which involves consulting academic experts including some subject specialists from other institutions.

How we monitor the quality of this programme

The quality of this programme is monitored each year through evaluating:

- external examiner reports (considering quality and standards);
- statistical information (considering issues such as the pass rate);
- student feedback.

Drawing on this and other information, programme teams undertake the annual Review and Enhancement Process which is co-ordinated at School level and includes student participation. The process is monitored by the Quality and Standards Committee.

Once every six years an in-depth review of the whole field is undertaken by a panel that includes at least two external subject specialists. The panel considers documents, looks at student work, speaks to current and former students and speaks to staff before drawing its conclusions. The result is a report highlighting good practice and identifying areas where action is needed.

The role of the programme committee

This programme has a programme committee comprising all relevant teaching staff, student representatives and others who make a contribution towards the effective operation of the programme (e.g. library/technician staff). The committee has responsibilities for the quality of the programme. It provides input into the operation of the Review and Enhancement Process and proposes changes to improve quality. The programme committee plays a critical role in the quality assurance procedures.

The role of external examiners

The standard of this programme is monitored by at least one external examiner. External examiners have two primary responsibilities:

- To ensure the standard of the programme;
- To ensure that justice is done to individual students.

External examiners fulfil these responsibilities in a variety of ways including:

- Approving exam papers/assignments;
- Attending assessment boards;
- Reviewing samples of student work and moderating marks;
- Ensuring that regulations are followed;
- Providing feedback through an annual report that enables us to make improvements for the future.

Listening to the views of students

The following methods for gaining student feedback are used on this programme:

- Module evaluations
- Student representation on programme committees (meeting 2 / 3 times year)

Students are notified of the action taken through:

- circulating the minutes of the programme committee
- providing details on the programme noticeboard
- sending emails or posting notices in the virtual learning environment

Listening to the views of others

The following methods are used for gaining the views of other interested parties:

- Post hoc surveys of former students
- Practice Assessor feedback, including at the Practice Assessment Panel and during Student selection events (for the qualifying programmes) and Practice Assessor induction and raining events
- Through discussion at the North East London Skills for Care: PQ Sub-Group meetings
- Through Discussion at the London-wide Skills for Care: Regional Planning Group
- Through Discussion at the Service Experience Advisors to the Programme meetings and annual workshop/review

Further Information

Alternative locations for studying this programme

Location	Which elements?	Taught by UEL staff	Taught by local staff	Method of Delivery
-	-	-	-	-

Where you can find further information

Further information about this programme is available from:

- The UEL web site (<http://www.uel.ac.uk>)
- The programme handbook - available in UEL Plus – UEL Virtual Learning Environment
- Module study guides - available in UEL Plus – UEL Virtual Learning Environment
- UEL Manual of General Regulations <http://www.uel.ac.uk/qa/>
- UEL Quality Manual <http://www.uel.ac.uk/qa/>
- Regulations for the Academic Framework <http://www.uel.ac.uk/academicframework/>
- UEL Guide to Undergraduate Programmes
- Visit our gallery of student work
here: <http://www.uel.ac.uk/adi/showcase/studentwork/>

If you are interested in the programme contact:

- Admissions: Tel: 0208-223-3333 or email study@uel.ac.uk or
- Programme Leader - Jacqui Mitchell – Telephone 0208-223-4248

Email: j.mitchell@uel.ac.uk or

- Programme Administrator - Muhammad Obaidullah - Telephone 0208-223-7650.

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