

Faculty of Arts & Creative Technologies

Music Technology Award Handbook 2012-13

B.Sc. (Hons.) Music Technology*

B.Sc. (Hons.) Music Technology with Management*

B.Sc. (Hons.) Creative Music Technology*

B.Sc. (Hons.) Music Technology with Film Production*

** IET- accredited awards*

Single Honours Awards University Undergraduate Modular Framework

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1. Welcome to the Faculty

You are joining a vibrant community of staff and students who are concerned with a wide variety of disciplines from those that involve mostly reading and writing to those that are largely practical. Whatever the specific nature of your chosen course of study with us, you will benefit from the lively mix of people, facilities and resources that make up the Faculty.

You will find details of the various support structures that we have put in place to help you during your time with us in this handbook, as well as information about your course. While the first few weeks at university can seem bewildering, try not to be put off by this and remember that we are all here to help!

We can only support you effectively if we are aware of any problems you are encountering, so please, if you are struggling with any aspect of settling in to university life, talk to one of us about it. You can approach your personal tutor, your award leader, staff in the reception team of the Faculty office, or a student mentor. We all know how difficult the first term can be and we are committed to making yours as comfortable as possible. No request for help or advice will go unheeded, and if we can't solve a particular problem ourselves, we will refer you to someone who can.

Your success is the measure of ours, so we have a very real interest in making sure that you make the best of your time here. Apart from qualifications, we want to help you to acquire the skills, knowledge and confidence that will carry you through to a rewarding and fulfilling professional life. Meet us halfway, by engaging wholeheartedly with your course and with the people (both staff and students) around you, and together we will develop your strengths and allow you to fully realise your unique, individual potential.

Very best wishes,

Astrid Herhoffer

Dean

Faculty of **Arts and Creative Technology**

2. Welcome to your Music Technology Award

As part of the Entertainment Technology Programme of FCET you will have access to excellent resources and staff who are recognised nationally for being dynamic and innovative. Our portfolio of courses is designed for the 21st century and reflects the major changes that have occurred in the Music Industry due to the recent digital revolution. Our aim is to produce the technology innovators of the future. We want you to be one of them.

David Newman

Award Manager Music Technology Awards

3. Useful Contacts and Resources

3.1 Academic Contacts

Award leader

David Newman, Room C157, 01785 353389, d.j.newman@staffs.ac.uk
Responsible for all of the Music Technology Awards, supported by the Level leaders listed below.

Level leaders

Level 1 Ben Ramsay, Room C204, 01785 353717, b.ramsay@staffs.ac.uk
Si Waite Room C204, 01785 353717, s.j.waite@staffs.ac.uk

Level 2 Dave Hickman, Room C155, 01785 353343, d.hickman@staffs.ac.uk
Doug Rouxel, Room C158, 01785 353343, d.rouxel@staffs.ac.uk

Level 3 David Payling, Room C158, 01785 353281 d.payling@staffs.ac.uk
Paul Hodson Room C155, 01785 353243 p.hodson@staffs.ac.uk

Top-up Carl Barton, Room C217 01785 353297, c.barton@staffs.ac.uk

Final Year project Co-ordinators

Paul Hodson Room C155, 01785 353243 p.hodson@staffs.ac.uk
David Payling, Room C150, 01785 353717, d.payling@staffs.ac.uk

A full list of staff contacts can be found at

http://www.staffs.ac.uk/faculties/comp_eng_tech/current_students_and_staff/fcetwhoswho.jsp

3.2 Administrative Contacts

Award Administrator

Claire Booth, Room K266 01785 353415 c.booth@staffs.ac.uk

Student Guidance Advisors

Janice Kalisz, Room K232, Octagon, 01785 353345
j.c.kalisz@staffs.ac.uk

Rose Arnold, Room K228, Octagon, 01785 353625
and Room B164, Brindley, 01782 294047
r.e.arnold@staffs.ac.uk

3.3 Useful Internet Resources

The Faculty website can be found at:

https://www.staffs.ac.uk/faculties/art_and_design/. Here you will find details of timetables, contacts and news regarding the Faculty.

The Faculty uses Blackboard as an online learning environment, and information on modules on which you are enrolled can be accessed from this. Note: you can only get access to those modules that you are studying – if you cannot gain access to material, it may be that you are not correctly enrolled on the module – make sure you let your module tutor or award administrator know.

Blackboard can be found at: <http://blackboard.staffs.ac.uk>

The library can be accessed from:

<http://www.staffs.ac.uk/uniservices/infoservices/library/>

The Music Technology Facebook group can be found by searching for 'Music Technology @ Staffordshire University' on Facebook. Here you will be able to share information about events and interact with the other students on the awards, past and present.

3.4 The Faculty Office

Faculty Reception is on the 2nd Floor of the Octagon, Room K266 and first floor of Brindley building in Stoke (B161) and should be your first port of call if you have any queries or problems relating to the Faculty or if you are unsure of how to deal with other queries. The contact details of the University Services for students are listed in Section 3. The Faculty Office comprises a team of staff who are responsible for managing the wide range of activities and processes necessary to support students and academic colleagues within the Faculty. You'll get to know some of the staff quite well as it is here you'll hand in your module registration forms and assignments.

All enquiries should be made via the Reception desk in the first instance. The Receptionist will assess whether they are able to help you immediately or whether you need to talk to another member of the team. Hence they may call on colleagues who can advise on queries concerning:

All enquiries should be made via the Reception desk in the first instance. The Receptionist will assess whether they are able to help you immediately or whether you need to talk to another member of the team. Hence they may call on colleagues who can advise on queries concerning:

- Modules
- University regulations
- Your credit and progression status
- Referral opportunities

- Claims for extenuating circumstances you may have made in relation to assessment
- Information about your study here: award and module records, local and home address information, etc
- Any changes to your award or programme of study
- Registration events for level 2 and level 3 study

It is important that you get to know staff in the Faculty Office as they are responsible for keeping all the information on your period of study accurate and up-to-date.

In particular, make sure that you:-

- Check your e-mail account regularly for any information or queries sent to you by Faculty/School administrators or by academic staff. This means your university e-mail account – not your personal one!
- Always let the Faculty Office know of any changes in your contact details. This includes mobile numbers as well as home and term addresses and any landline telephone numbers. It really is important that we know how to get in touch with you.
- Always ensure that the Faculty Office is aware of any changes you make to your academic profile (modules/award) by completing the appropriate module amendment/award transfer forms.

Opening Times

Monday - Thursday	8.45 am – 5.00 pm
Friday only	8.45 am – 4.00 pm

Please feel free to call into the Faculty Office between these times. All queries, no matter how small or large, are welcome as they ensure that your records are always correct – and this does prevent delays or difficulties in confirming results at the end of each Academic Year. And if you have a problem which the Faculty/School Office can't help you with, it usually knows somebody who can.

3.5 The Faculty Management Team

The Dean of Faculty

Astrid Herhoffer

Location: Flaxman Building, Room L525

Telephone Number: 01782294803

E-mail: a.herhoffer@staffs.ac.uk

In this role, the Dean has responsibility for the strategic development, operation and management of the faculty. Should you need to speak with the Dean you should make an appointment with her Personal Assistant

Christine Clowes
Location: Flaxman Building, Room L525
Telephone Number: 01782294426
E-mail: c.clowes@staffs.ac.uk

Faculty Associate Deans

THE DEAN is supported in running the Faculty by **two** Associate Deans:

Helen Chapman	Catherine Fehily
Location: Flaxman Building, Room L519	Location: Flaxman Building, Room L511
Telephone Number: 01782294645	Telephone Number:
01782294528	
E-mail: h.c.chapman@staffs.ac.uk	E-mail:
c.fehily@staffs.ac.uk	

4. What are the aims of the awards?

The Music Technology awards are studied on a full time or part time basis. All named Awards lead to a Bachelor of Science (B.Sc.) or Bachelor of Science with honours (B.Sc. (Hons)).

These awards aim to give graduates a solid grounding in the principles of Music Technology and allow them to apply complex technological solutions to specific cases in the music and entertainment industry. The awards also aim to develop business awareness relevant to that industry.

On completion of an award graduates should be able to:

- Utilise audio recording software and hardware to produce work to a high standard of a technically demanding nature
- Understand the nature of sound, how to record, manipulate and process it.
- Implement and evaluate technology in a business environment.
- Specify and manage technology systems in Music and Entertainment industries.

The multi-disciplinary nature of these awards provides a range of graduates for the Music and related entertainments industries. It is expected that graduates will be able to compete for jobs in the following areas:

- Recording Studios
- Pre and Post Production facilities
- Television, satellite and radio
- Sound/Recording for Film/Video
- Business/Business management

- Conference/exhibition organisation
 - Television and radio
 - Theatre
 - Interactive Multimedia Design
 - Education
- ***B.Sc. (Hons) Music Technology***
We aim to produce graduates who will have specific knowledge of acoustics, know how to record, manipulate and process sound and be able to master the finished work to a number of recordable mediums. They will be qualified to work within the music, media and related industries providing technical solutions for sound production and quality in recording studios, live sound venues and digital videos.
 - ***B.Sc. (Hons) Music Technology with Management***
We aim to produce graduates who will have a solid grounding in the principles of recording and processing sound and be able to obtain experience in managing events, equipment and human resources. These students will be able to provide technical solutions as well as possessing business and management skills in the music, media and related industries.
 - ***B.Sc. (Hons) Creative Music Technology***
We aim to produce graduates who will have a unique set of skills in the areas of computer sound and acousmatics, composition, studio techniques and technologies, and live applications. These skills will equip them for careers focusing on the technical side of the creative industries and will also be transferable into other industries requiring strong technical capabilities and creative, independent thinking.
 - ***B.Sc. (Hons) Music Technology with Film Production***
We aim to produce graduates who will have core skills in audio recording, film making and film/sound synchronisation. These students will be able to combine these skills thus equipping them for careers in the music, media and film industries.

The Faculty also offers a BSc (Hons) Film Production with Music Technology which is the reciprocal award approximately 60/40 Film/Music. In addition, Music Technology can be studied as a subject in a joint honours degree.

Non-honours Degrees

An applicant having an HND in an appropriate subject will be eligible for direct entry onto the degree bridging scheme. This is a one year programme of study and enables the student to achieve a non-honours degree at the end of it. The

student's profile will be mapped against the modules in the level 2 Award structure and the Award Manager will decide which three level 2 modules the student should study to ensure that all of the core level 2 modules and level 2 Learning Outcomes have been met. A typical programme of study is shown in Appendix A. These students can then top-up to honours by completing the Final Year Project in the next academic year.

Non-honours degrees can also be awarded via the Honours programme and would be awarded at the Exam Board.

5. How are the awards structured?

The academic year is split into two Teaching Blocks.
Each Teaching Block consists of 12 weeks of academic contact.
Level 4 contains Teaching Blocks 1 and 2,
Level 5 has Teaching Blocks 3 and 4,
Level 6 has Teaching Blocks 5 and 6.

The current academic timetable is indicated on the faculty web site.

Here are the modules you will be studying on the various Music technology Awards.

Key for all Awards

- C CORE Module - Must be taken
- O General Option - Must choose one

Options for the next academic year are chosen towards the end of teaching Blocks 2 and 4.

Course Structure: Music Technology

Level 4, First Semester: Teaching Block 1

Module Code	Title	Core/Option
CE00146-4	Audio Processing (<i>2 semester module</i>)	C
CE00098-4	Audio-Visual Technology	C
CE00082-4	Internet and HTML	C
CE00138-4	Music and Instrument Technology 1	O
CE00142-4	Performance and Instrument Technology 1	O
	University General Elective	O

Level 4, Second Semester: Teaching Block 2

Module Code	Title	Core/Option
CE00146-4	Audio Processing (<i>continued</i>)	C
CE00141-4	The Music Business (15)	C
CE00081-4	Interactive Media Technology	C
CE00143-4	Performance and Instrument Technology 2 (15)	O
CE00139-4	Music and Instrument Technology 2	O
	University General Elective	O

Level 5, First Semester: Teaching Block 3

Module Code	Title	Core/Option
CE00136-5	Studio Technology	C
CE00140-5	Principles of Acoustics	C
CE00611-5	Audio Techniques for Pro Tools	C
CE01167-5	Digital Performance Applications	O
CE00613-5	Film Sound and Foley	O
CE00015-5	Computer Games Design 2A: High Concept and Preproduction	O
CE00840-5	Media for the web	O
CE00764-5	Music Law	O
	University General Option	O

Level 5, Second Semester: Teaching Block 4

Module Code	Title	Core/Option
CE00144-5	Studio Techniques	C
CE00429-5	Applications of Acoustics	C
CE00614-5	Sound Synthesis & MIDI	C
CE00612-5	Audio & MIDI Management	O
CE00017-5	Computer Games Design 2B: Production and Testing	O
CE00085-5	Time-Based Multimedia	O
CE00135-5	Creative Music Design	O
CE00616-5	Film Sound and Synchronisation	O
BLB10019-5	Advertising and Public Relations	O
CE00763-5	Music Promotion and Marketing	O
	University General Option	O

Level 6, First Semester: Teaching Block 5

Module Code	Title	Core/Option
CE00651-6	Entertainment Research Project Dissertation	C
CE00617-6	Mixing & Production Techniques	C
BLB10083-6	Strategic Entrepreneurship for the Entertainment Industry	C
CE00619-6	Advanced HD Techniques	O
CE74025-6	Preparation for Teaching	O
CE00011-6	D.V.D. Technology **	Choose either Block 5 or Block 6
CE00180-6	Work Placement Module **	
CE00575-6	Work Experience in the Film, Games, Music and Television Industries	O
CE00019-6	Video Recording & Production 1	O
	University General Option	O

Level 6, Second Semester: Teaching Block 6

Module Code	Title	Core/Option
CE00651-6	Entertainment Research Project Dissertation	C
CE00652-6	Entertainment Project Portfolio	C
CE00133-6	Music Processing and Mastering	C
CE00619-6	Advanced HD techniques	O
CE00164-6	Multimedia Streaming	O
CE00011-6	D.V.D. Technology**	Choose either Block 5 or Block 6
CE00180-6	Work Placement Module **	
CE00575-6	Work Experience in the Film, Games, Music and Television Industries	O
	University General Option	O

Course Structure: Music Technology with Management

Level 1, First Semester: Teaching Block 1

Module Code	Title	Core/Option
CE00146-4	Audio Processing (<i>2 semester module</i>)	C
BLB00072-4	British Business Environment	C
CE00082-4	Internet and HTML	C
CE00138-4	Music and Instrument Technology 1	O
CE00142-4	Performance and Instrument Technology 1	O

Level 1, Second Semester: Teaching Block 2

Module Code	Title	Core/Option
CE00146-4	Audio Processing (<i>continued</i>)	C
CE00141-4	The Music Business	C
CE00081-4	Interactive Media Technology	C
CE00143-4	Performance and Instrument Technology 2	O
CE00139-4	Music and Instrument Technology 2	O

Level 2, First Semester: Teaching Block 3

Module Code	Title	Core/Option
CE00136-5	Studio Technology	C
CE00140-5	Principles of Acoustics	C
CE74012-5	Events Management for Technologists	C
CE00611-5	Audio Techniques for Pro Tools	O
CE01167-5	Digital Performance Applications	O
CE00613-5	Film Sound and Foley	O
CE00015-5	Computer Games Design 2A: High Concept and Preproduction	O
CE00840-5	Media for the web	O
CE00764-5	Music Law	O
	University General Option	O

Level 2, Second Semester: Teaching Block 4

Module Code	Title	Core/Option
CE00144-5	Studio Techniques	C
CE00429-5	Applications of Acoustics	C
CE74012-5	Events Management for Technologists	C
CE00614-5	Sound Synthesis & MIDI	O
CE00612-5	Audio & MIDI Management	O
CE00017-5	Computer Games Design 2B: Production and Testing	O
CE00085-5	Time-Based Multimedia	O
CE00135-5	Creative Music Design	O
CE00616-5	Film Sound and Synchronisation	O
BLB10019-5	Advertising and Public Relations	O
CE00763-5	Music Promotion and Marketing	O
	University General Option	O

Level 3, First Semester: Teaching Block 5

Module Code	Title	Core/Option
CE00651-6	Entertainment Research Project Dissertation	C
BLB10087-6	Market Planning for Business Projects(15)	C
BLB10083-6	Strategic Entrepreneurship for the Entertainment Industry	C
CE00619-6	Advanced HD Techniques	O
CE00617-6	Mixing & Production Techniques	O
CE74025-6	Preparation for Teaching	O
CE00011-6	D.V.D. Technology**	Choose either Block 5 or Block 6
CE00180-6	Work Placement Module**	
CE00575-6	Work Experience in the Film, Games, Music and Television Industries	O
CE00019-6	Video Recording & Production 1	O
	University General Option	O

Level 3, Second Semester: Teaching Block 6

Module Code	Title	Core/Option
CE00651-6	Entertainment Research Project Dissertation	C
CE00652-6	Entertainment Project Portfolio	C
BLB10070-6	Interactive & E-Marketing (runs at Stoke)	C*
CE00133-6	Music Processing and Mastering	C*
CE00619-6	Advanced HD techniques	O
CE00011-6	D.V.D. Technology**	Choose either Block 5 or Block 6
CE00180-6	Work Placement Module**	
CE00575-6	Work Experience in the Film, Games, Music and Television Industries	O
	University General Option	O
	C* Students to CHOOSE one of these two modules	

Course Structure: Creative Music Technology

Level 1, First Semester: Teaching Block 1

Module Code	Title	Core/Option
CE00146-4	Audio Processing (<i>2 semester module</i>)	C
CE00520-4	Composition Techniques	C
CE00142-4	Performance and Instrument Technology 1	C
	OR	
CE00138-4	Music and Instrument Technology 1	C
CE00098-4	Audio Visual Technology	O
CE00082-4	Internet and HTML	O
CE00010-4	Computer Games Design 1A: Design Documentation	O
BLB00072-4	British Business Environment	O
	University General Elective	O

Level 1, Second Semester: Teaching Block 2

Module Code	Title	Core/Option
CE00146-4	Audio Processing (<i>continued</i>)	C
CE00522-4	Computer Sound & Acoustics A	C
CE00143-4	Performance and Instrument Technology 2	C
	OR	
CE00139-4	Music and Instrument Technology 2	C
CE00081-4	Interactive Media Technology	O
CE00014-4	Computer Games Design 1B: Level Design	O
CE00141-4	The Music Business	O
	University General Elective	O

Level 2, First Semester: Teaching Block 3

Module Code	Title	Core/Option
CE00136-5	Studio Technology	C
CE00611-5	Audio Techniques for Pro Tools	C
CE00521-5	Computer Sound and Acoustics B	C
CE00140-5	Principles of Acoustics	O
CE00613-5	Film Sound and Foley	O
CE00015-5	Computer Games Design 2A: High Concept and Preproduction	O
CE00840-5	Media for the web	O
	University General Option	O

Level 2, Second Semester: Teaching Block 4

Module Code	Title	Core/Option
CE00144-5	Studio Techniques	C
CE01167-5	Digital Performance Applications	C
CE00135-5	Creative Music Design	C
CE00429-5	Applications of Acoustics	O
CE00612-5	Audio & MIDI Management	O
CE00017-5	Computer Games Design 2B: Production and Testing	O
CE00085-5	Time-Based Multimedia	O
CE00763-5	Music Promotion and Marketing	O
CE00614-5	Sound Synthesis & MIDI	O
CE00616-5	Film Sound and Synchronisation	O
BLB10019-5	Advertising and Public Relations	O
	University General Option	O

Level 3, First Semester: Teaching Block 5

Module Code	Title	Core/Option
CE00651-6	Entertainment Research Project Dissertation	C
CE00617-6	Mixing & Production Techniques	C
CE00618-6	Computer Sound and Multimedia	C
BLB10083-6	Strategic Entrepreneurship for the Entertainment Industry	O
CE00619-6	Advanced HD Techniques	O
CE00765-6	Sound Design for Mobile Devices (15)	O
CE74025-6	Preparation for Teaching	O
CE00011-6	D.V.D. Technology**	Choose either Block 5 or Block 6
CE00180-6	Work Placement Module**	
CE00575-6	Work Experience in the Film, Games, Music and Television Industries	O
CE00019-6	Video Recording & Production 1	O
	University General Option	O

Level 3, Second Semester: Teaching Block 6

Module Code	Title	Core/Option
CE00651-6	Entertainment Research Project Dissertation	C
CE00652-6	Entertainment Project Portfolio	C
CE00133-6	Music Processing and Mastering	C
CE00619-6	Advanced HD techniques	O
CE00011-6	D.V.D. Technology**	Choose either Block 5 or Block 6
CE00180-6	Work Placement Module**	
CE00575-6	Work Experience in the Film, Games, Music and Television Industries	O
	University General Option	O

Course Structure: Music Technology with Film Production

Level 1, First Semester: Teaching Block 1

Module Code	Title	Core/Option
CE00146-4	Audio Processing (<i>2 semester module</i>)	C
CE00013-4	Film Technology (<i>2 semester module</i>)	C
CE00142-4	Performance and Instrument Technology 1	C
	OR	
CE00138-4	Music and Instrument Technology 1	C
CE0098-4	Audio Visual Technology	O
CE00082-4	Internet and HTML	O
CE00076-4	Scriptwriting for Technologists	O
	University General Elective	O

Level 1, Second Semester: Teaching Block 2

Module Code	Title	Core/Option
CE00146-4	Audio Processing (<i>continued</i>)	C
CE00013-4	Film Technology (<i>continued</i>)	C
CE00081-4	Interactive Media Technology	C
CE00143-4	Performance and Instrument Technology 2	O
CE00139-4	Music and Instrument Technology 2	O

Level 2, First Semester: Teaching Block 3

Module Code	Title	Core/Option
CE00136-5	Studio Technology	C
CE00611-5	Audio Techniques for Pro Tools	C
CE00503-5	Video Editing and Technology	C
CE00140-5	Principles of Acoustics	O
CE00613-5	Film Sound and Foley	O
CE00015-5	Computer Games Design 2A: High Concept and Preproduction	O
CE00840-5	Media for the web	O
CE00020-5	Visual Media Applications	O
CE00500-5	Studio Production Technology (<i>2 semester module</i>)	O
CE01167-5	Digital Performance Applications	O
	University General Option	O

Level 2, Second Semester: Teaching Block 4

Module Code	Title	Core/Option
CE00144-5	Studio Techniques	C
CE00085-5	Time-Based Multimedia	C
CE00616-5	Film Sound and Synchronisation	C
CE00429-5	Applications of Acoustics	O
CE00500-5	Studio Production Technology (<i>continued</i>)	O
CE00614-5	Sound Synthesis & MIDI	O
CE00017-5	Computer Games Design 2B: Production and Testing	O
CE00760-5	Video Editing Technology 2	O
CE00135-5	Creative Music Design	O
BLB10019-5	Advertising and Public Relations	O
CE00763-5	Music Promotion and Marketing	O
CE00506-5	Advanced Scriptwriting for Technologists	O
CE00504-5	Business and Law for Film and TV	O
	University General Option	O

Level 3, First Semester: Teaching Block 5

Module Code	Title	Core/Option
CE00651-6	Entertainment Research Project Dissertation	C
CE00617-6	Mixing & Production Techniques	C
CE00019-6	Video Recording & Production 1	C
CE00619-6	Advanced HD Techniques	O
CE74025-6	Preparation for Teaching	O
CE00765-6	Sound Design for Mobile Devices	O
CE00180-6	Work Placement Module ** Choose either Block 5 or Block 6	O
CE00575-6	Work Experience in the Film, Games, Music and Television Industries	O
BLB10083-6	Strategic Entrepreneurship for the Entertainment Industry	O
	University General Option	O

Level 3, Second Semester: Teaching Block 6

Module Code	Title	Core/Option
CE00651-6	Entertainment Research Project Dissertation	C
CE00652-6	Entertainment Project Portfolio	C
CE00011-6	D.V.D. Technology	O
CE00619-6	Advanced HD techniques	O
CE00164-6	Multimedia Streaming	O
CE00133-6	Music Processing and Mastering	O
CE00180-6	Work Placement Module ** Choose either Block 5 or Block 6	O
CE00575-6	Work Experience in the Film, Games, Music and Television Industries	O
	University General Option	O

6. How will I learn on this award ?

The range of teaching methods depends on the individual module and can be either lectures, tutorials, group work or laboratory sessions in a studio or learning centre environment. Full details of learning opportunities are shown within individual module handbooks and all modules are supported from our online learning environment Blackboard.

Teaching methods vary but most are a combination of lectures and practical sessions, whereby the students have a one hour lecture followed by a two hour tutorial or vice-versa.

Another popular technique is to teach students in groups of between 20 and 30 in the Music Technology Learning Centre. The lecturer addresses the students for 10-15 minutes which is followed by a task for the students to do which reinforces the principles.

At levels 4 and 5 the students have a great deal of experience working as part of a team in several modules and throughout the award they are assessed in a variety of ways ie exams, reports, practical work, presentations etc.

Employability is at the core of the design of these awards and the learning strategy reflects that. Employability is determined by three main areas

- Acquisition of Technical Skills
- Learning about the Business Environment
- Personal Development Planning (PDP).

All awards will give students the option to study these key areas throughout their degree. Each award has specific technical skills which are taught, as well as access to business modules to develop their overall business awareness.

At the end of level 5, students may undertake a work placement year. After completing this year away from university, the student returns to complete level 6 of the award.

Students are assigned a music technology lecturer as their work placement supervisor. The supervisor should visit twice during the work placement year and is the primary point of contact for each student whilst away from University.

(More information in **12** Placements)

7. How do I hand in assignments?

You will always be required to hand in written assignments relating to Faculty of Arts and Creative Technology modules to the Faculty Office, either in the Octagon, Stafford, or Brindley, Stoke. Instructions for the submission of practical assignments will be included in the relevant module handbooks.

It is your responsibility to ensure that you submit assignments on time and at the appropriate place.

The Faculty Office is open to take your assignments at the following times:

Monday to Thursday	8.45 am – 3.30 pm
Friday only	8.45 am – 3.30 pm

ASSIGNMENTS WILL ONLY BE ACCEPTED DURING THESE HOURS.

Written assignments to be submitted to the Faculty Office should have stapled to them an *assignment receipt form*, available from the Office.

Please ensure that you fill in *all* sections, particularly the module title and tutor's name before coming into the Office to have it stamped; space is at a premium and the Office is very busy on assignment submission days, so do plan to submit your work in plenty of time.

Note that some assignments are marked anonymously, and that you are asked to fold and stick down the right hand flap of the assignment receipt form to conceal your name before handing in your work to the Faculty Office. This is an important tool in helping to safeguard the integrity of the assessment process. Anonymous marking, however, is usually confined to conventional essay type assessments, as with other kinds of assessment (for example, an artefact or presentation report or dissertation) the tutor would normally be aware of the author's identity.

If you have a problem with dyslexia, make sure that you ask for one of the yellow labels (available from your Award Leader/Personal Tutor or if at the last minute the Faculty/School Office) to attach to your work to signal to the tutor that the assignment needs to be marked on content and understanding rather than on syntactical and grammatical competence.

The form you will complete is in duplicate. It is most important that you use a biro so that both copies are marked. Having completed it go into the Office where a member of staff will date stamp and sign both copies of the form and return one copy of it to you.

KEEP THIS SAFE! IT IS A RECEIPT, WHICH YOU CAN PRODUCE TO SHOW THAT YOU HAVE SUBMITTED YOUR ASSIGNMENT.

We would normally expect you to hand in your work in person, but recognise that this may not always be possible. If you are unable to hand in your written assignments in person, you can submit them via the post, using recorded delivery. This is important

as should your work not arrive, we need to be able to find out what happened to it. All work which is submitted in this way will be dated according to the postmark.

YOU SHOULD ALSO NOTE THAT NO WORK WILL BE ACCEPTED WHICH HAS BEEN SENT BY FAX OR E-MAIL.

Finally, it hardly needs to be said that it is always, of course, good practice to keep a hard or (backed up) electronic copy of any assignment you submit. Should the assignment you submitted get lost then you will have the receipt to prove that you handed it in and a copy to replace what has been lost.

7a Feedback on Your Work

Seven principles of good feedback

Good feedback should:

1. Be an interactive process involving student-tutor and student-student dialogue;
2. Facilitate the development of self assessment and reflection;
3. Clarify for students and staff, through dialogue, what good or bad performance actually is in the assignment or task;
4. Be developmental, progressive and transferable to new learning contexts;
5. Be ongoing and embedded in the learning process;
6. Motivate, build esteem and confidence to support sustainable lifelong learning;
7. Support the development of learning groups and communities.

See appendix XX for more information.

The University's Academic Board has been considering the outcomes of the last National Student Survey and discussing how it can provide quicker assessment feedback to students. This guidance refers to summative (actual) rather than formative (practice) assessments. In relation to this, the following has been agreed:

Coursework and other assessments, excluding examinations

You will normally receive feedback on all your assessments, other than examinations, within 20 working days following the date of submission of your assessment or actual date of the assessment (in the case of class tests). For some assessments the feedback period will be less than 20 working days. However, it may be the case that the 20 day rule for some assessments cannot be met for justified reasons (for example, modules on which a large number of students are enrolled). However, it is anticipated that this will apply to only a small number of modules on your award and, in those cases, the feedback return period will not exceed 25 days. The anticipated feedback return times for all assessments will be published in your Module Handbooks.

In order to ensure that feedback is provided within 20 days, in most cases, the marks for your work will be provisional and will be subject to final ratification by the appropriate Assessment Board in due course.

Formal University examinations

Feedback for examinations will always be provided and should be available as soon as possible after the relevant examination. Where appropriate, feedback on examinations at the end of the last teaching block in the final year should be provided in the form of generic, group feedback through the University VLE. At the latest, feedback should be provided at least four weeks before the next examination period.

The University hopes that you will also play your part by ensuring that you collect feedback from the relevant sources as soon as it is available.

8. Personal Development Planning and Personal Tutoring

Personal Development Planning (PDP) is a structured and supported process undertaken by the individual to reflect upon their own learning, performance and / or achievement and to plan for their personal, educational and career development. This is a continuous process introduced at level 4, developed at level 5 through personal tutoring and at Level 6 in the Project. In this module the students are assessed on their ability to reflect upon their own learning, performance and / or achievement in order to plan for their personal career development. The primary objective is to improve their capacity to understand what and how they have learnt in order to improve their skills for career management and articulate personal goals and evaluate progress towards them. Grid shown in Appendix D

Pebblepad allows the students to keep a record of their development from the very start of their award to the end. It is also used to store important information such as their CV's and any job searching they have done. This will be used throughout the awards from 2007.

With the University adoption of Blackboard as an appropriate virtual learning environment, the awards have been designed to facilitate the use of this environment to enhance teaching, learning and assessment. All modules are supported by distributed learning.

Assessment Strategy

A range of assessment techniques are used, including Presentations, Written Reports, Practical Work, Oral Tests, Online Tests, Exams, Class Tests and Group Work. The method of assessment has been carefully considered for each learning outcome of each module and the most appropriate method to assess that outcome has been used.

Throughout the awards the majority of assessments are course work based. There are no exams at the end of semester 1 of the first year but there are a number of class tests in level 4.

The faculty assessment policy states that students must pass each assessment component. Every part has to score the minimum of 20% but an overall of 40% must

be achieved on the module to pass it. The overall weighting of assessment has been summarized into exams/class tests and course work and is shown in the tables in Appendix C

9. Accreditation of Prior Learning

The Accreditation of Prior Learning is the term used when a student uses his or her previous experiences to gain admission to a programme of study; admission to a module; admission at an intermediate stage in a programme (advanced standing); or to gain exemption from part of a programme of study. These previous experiences may be work-based learning, general learning experiences (experiential) or certificated qualifications.

You should normally apply for exemptions or admission with advanced standing through the AP(E)L scheme when you apply for a place on the award, or immediately upon registration for your modules. You will not be allowed to apply for AP(E)L in a module once you have submitted any assessment for that module. If you apply for exemptions or admission with advanced standing through the AP(E)L scheme you may be required to undergo some assessment to determine the relevance of your experiences/qualifications.

The APL and AP(E)L forms can be obtained from the Faculty Office. The APL and AP(E)L Board meets in early October. It is chaired by one of the Faculty's Programme Area Managers and its purpose is to consider all the APL and AP(E)L applications received from students and uphold or reject these applications dependant on the evidence provided.

10. Award regulations

Your award is regulated by the Undergraduate Modular Framework or the Regulations for Postgraduate awards.

These can be accessed at :

<http://www.staffs.ac.uk/current/regulations/academic/index.php>

An important new regulation for 2010-11 relates to referrals and resits on assessments.

You will only have a right to a second attempt at a failed assessment(s) where you have made a first attempt (unless a claim for Extenuating Circumstances has been successful) at that assessment(s). It is therefore essential that you submit all pieces of assessed work on time, and attend all of your examinations. Non submission of a piece of assessed work or non attendance at an examination may mean that you will fail that module and possibly your entire award.

11. Award Specific Regulations

You are required to gain at least 30% in each component of assessment, and get an aggregate mark of over 40%/50% (delete as appropriate) in order to pass a module.

Entertainment Research Project Dissertation and Entertainment Project Portfolio

The CE00651-6 Entertainment Research Project dissertation (30) and CE00652-6 Entertainment Portfolio module (15) are two modules which contribute to gaining honours classification. Without passing these modules a student cannot gain a BSc (Hons) qualification in Music Technology. The dissertation is a 30 credit module studied at level 6 throughout the year. The portfolio module is worth 15 credits studied in semester 6 of level 6. These modules cannot be compensated under the standard university regulations. Both modules must be passed with the minimum of a grade point 4.

Progression from HND

Students proceeding on to the degree from HND (top up) will normally study a diet of 8 modules in one year, typically 6 at level 1 (45 credits) and 5 at level 5 (75 credits), followed by the project (45 credits). Students who pass 90 credits (project modules not included) will be eligible for compensation in up to 30 credits

12. Placements

The Faculty Placements Office is in C012 Beacon. Staff in these offices will provide you with support in finding a placement.

The member of academic staff responsible for placements on your award is: Dave Hickman, Room C155, 01785 353343, d.hickman@staffs.ac.uk

13. Final Year Project

At the start of level 6, students begin work on the Final Year Project Dissertation and Portfolio. After discussion with lecturer(s), a project research area and title is confirmed. Each student is allocated a Final Year Project Supervisor and although the project is developed and researched in the student's own time, it is vital that regular contact with the supervisor is maintained throughout the year.

In the case of projects where there are two fields, as in the case of Music Technology with Management and Music Technology with Film Production, students will produce a project which has elements in both fields.

The whole project is worth 3 modules of the final year study and must be passed to gain a BSc. Hons. degree.

Here is a small selection of titles from previous years:

- An investigation into live venue PA systems and acoustics.
- The application of a multi-touch interface alongside the live synthesis of sound.
- A comparison between digital and analogue recording and mixing.
- An investigation into the positive and negative aspects of the use of psycho acoustics.
- An investigation into the acoustic and psychoacoustic properties of audio workspaces.
- The creation and implementation of a marketing strategy for an independent session musician.
- Interactive control for live music performance.
- An investigation into the recreation of an existing composition.
- An investigation into the emotional impact of sound for film.
- An investigation into how to produce a soundtrack to reinforce visuals for a silent film using a digital domain.

14. Professional Body Recognition

The following awards have been accredited by the Institution of Engineering and Technology (I.E.T.):

B.Sc. (Hons.) Music Technology

B.Sc. (Hons.) Music Technology with Management

B.Sc. (Hons.) Creative Music Technology

B.Sc. (Hons.) Music Technology with Film Production

15. Academic Dishonesty and Plagiarism

The University and faculty take the issues of academic dishonesty, plagiarism or cheating very seriously. If you get caught breaking the University's rules, you can expect to be punished – this might mean failing an assignment, failing a module or even failing your award and being asked to leave the University.

It is vitally important that you understand the rule regarding plagiarism. These can be found at:

http://www.staffs.ac.uk/images/academic_dishonesty_tcm68-12681.pdf

There are several resources available to help you in writing and preparing assignments so that you do not break the rules. You might want to look at the following resources.

<http://www.staffs.ac.uk/uniservices/infoservices/studyskills/>

If in doubt, make sure you ask your tutor before you submit work, or arrange to see someone in the Study Skills Centre (located in the library).

Appendix A Learning Outcomes of the Award

Curriculum and National Qualifications Framework Level Learning Outcomes Map

Key

- C CORE module - must be taken
- ✓ General Option –Must choose one
- LD Long Double module – one module spanning 2 Teaching Blocks (30 CATS)
- * Contains this Level Learning Outcome

	Title		Teaching Block 1															
			Creative Music Technology	Music Technology	Music Technology with Film Production	Music Technology with Management												
CE00146-4	Audio Processing (LD)		C	C	C	C	C	*				*	*	*				
CE0098-4	Audio-Visual Technology (15)		✓	C	✓			*		*	*		*					
CE00520-4	Composition Techniques (15)		C					*	*		*				*	*		
CE00013-4	Film Technology (LD)				C		C	*	*		*		*	*	*	*		
CE00076-4	Scriptwriting for Technologists (15)				✓		C	*			*		*	*				
CE00012-4	Digital Image Production (15)						C		*		*		*	*				
BLB00072-4	British Business Environment (15)		✓			C		*	*	*								
CE00082-4	Internet and HTML (15)		✓	C	✓	C			*	*			*	*				
CE00301-4	Web Design and Development (15)																	
CE00138-4	Music and Instrument Technology 1(15)		C*	✓*	C*	✓*		*			*		*		*			
CE00142-4	Performance and Instrument Technology 1(15)		C*	✓*	C*	✓*		*			*		*		*	*		
CE00010-4	Computer Games Design 1A: Design Documentation (15)		✓					*		*			*	*				
	University General Elective (15)		✓		✓													

C * or ✓* denotes that students will be enrolled on **one** of these * modules according to their music qualifications.

Mod No	Title																		Creative Music Technology	Music Technology	Music Technology with Film Production	Music Technology with Management	Film Production with Music Technology	Knowledge and Understanding	Learning	Enquiry	Analysis	Problem Solving	Application	Reflection	Communication			
CE00146-4	Audio Processing (LD)																		C	C	C	C	C	*				*	*	*				
CE00522-4	Computer Sound and Acoustics A (15)																		C					*	*		*			*	*			
CE00013-4	Film Technology (LD)																				C		C	*	*		*		*	*	*			
CE00075-4	History of Film Technology (15)																						C	*			*							
CE00141-4	The Music Business (15)																			✓	C		C	✓	*	*	*	*						
CE00081-4	Interactive Media Technology (15)																			✓	C	C	C	✓	*			*		*		*		
CE00139-4	Music and Instrument Technology 2(15)																			C*	✓*	✓*	✓*		*			*		*				
CE00143-4	Performance and Instrument Technology 2 (15)																			C*	✓*	✓*	✓*		*			*			*	*		
CE00082-4	Internet and HTML (15)																								*	*		*	*					
CE00301-4	Web Design and Development (15)																																	
CE00467-4	Geometry and Dynamic Character Design (15)																							✓		*	*		*	*				
CE00291-4	Introduction to Multimedia Applications (15)																							✓	*			*	*					
CE00014-4	Computer Games Design 1B : Level Design (15)																			✓						*	*		*	*		*		
	University General Elective (15)																			✓				✓										

C * or ✓* denotes that students will be enrolled on **one** of these * modules according to their music qualifications.

Mod No	Title		Teaching Block 5				Film Production with Music Technology	Knowledge and Understanding	Learning	Enquiry	Analysis	Problem Solving	Application	Reflection	Communication
			Creative Music Technology	Music technology	Music Technology with Film Production	Music technology with management									
CE00651-6	Entertainment Research Project Dissertation (15) *		C	C	C	C	C	*	*	*	*	*	*	*	
CE00617-6	Mixing & Production Techniques (15)		C	C	C	✓		*			*		*	*	
CE00618-6	Computer Sound and Multimedia (15)		C						*				*	*	
CE00011-6	D.V.D. Technology (15)		✓	✓		✓	C	*	*			*	*		
BLB10003-6	Enterprising Management (15)		✓	C	✓	C		*	*		*		*	*	
BLB10087-6	Market Planning for Business Projects(15)					C		*			*		*		
CE00163-6	Digital Broadcasting Systems(15)						✓	*			*		*	*	
CE00180-6	Work Placement Module (15)		✓	✓	✓	✓	✓	*			*		*	*	
CE00619-6	Advanced HD Techniques (15)		✓	✓	✓	✓			*		*		*	*	
CE00084-6	Audio for Computer Games (15)						✓	*			*	*	*		
CE00019-6	Video Recording and Production 1 (15)		✓	✓	C	✓		*			*	*		*	
CE74025-6	Preparation for Teaching (15)		✓	✓	✓	✓	✓	*			*			*	
CE00624-6	Audio Techniques for Pro Tools (15)						C	*		*			*		
CE00765-6	Sound Design for Mobile Devices (15)		✓	✓	✓			*	*		*		*		
	University General Option (15)		✓	✓	✓	✓	✓								

Appendix B – Curriculum Maps

Curriculum, Assessment Methods and QAA Benchmarking Statements Map

Key

- C CORE module - must be taken
- ✓ General Options –Must choose one
- LD Long Double module – one module spanning 2 Teaching Blocks (30 CATS)
- ☺ Contains a substantial content of the Engineering Benchmark

Mod No	Title																									Teaching Block 4	
																										Creative Music Technology	Music Technology
CE00144-5	Studio Techniques (15)		C	C	C	C	√			60	40					☺	☺			☺	☺						
CE00429-5	Applications of Acoustics (15)		√	C	√	C				50			50			☺		☺		☺	☺						
CE00500-5	Studio Production Technology (LD)				√					30	70						☺	☺		☺	☺						
CE01167-5	Digital Performance Applications (15)		C							50	50					☺	☺			☺							
CE00612-5	Audio & MIDI Management (15)		√	√		√				30			70			☺	☺	☺									
CE00007-5	Film Technology 2 (LD)						C									☺	☺	☺		☺					☺		
CE00614-5	Sound Synthesis & MIDI (15)		√	C	√	√	√			50			50			☺	☺	☺									
CE00078-5	3D Graphics Technology for film (15)						√			50	50					☺	☺	☺								☺	
CE00017-5	Computer Games Design 2B: Production and Testing (15)		√	√	√	√	√			20	40	40				☺	☺	☺								☺	
CE74014-5	Events Management for Technologists 2 (15)					C				20	50	30					☺				☺					☺	
CE00085-5	Time-Based Multimedia (15)		√	√	C	√	C			50	50					☺					☺						
CE00161-5	Automated Measurement (15)		√	√	√	√	√			20	80					☺	☺	☺								☺	
CE00170-5	Integration of VR Hardware and Software (15)		√	√	√	√						90	10			☺	☺	☺								☺	
CE00660-5	Video Editing Technology 2 (15)				√		√									☺	☺	☺		☺						☺	
CE00135-5	Creative Music Design (15)		C	√	√	√	√			25	75						☺	☺	☺							☺	
CE00616-5	Film Sound and Synchronisation (15)		√	√	C	√				50	50					☺	☺	☺								☺	
CE00502-5	Sound Recording Technology 2 (15)						√			20	80					☺	☺									☺	
CE00506-5	Advanced Scriptwriting for Technologists (15)				√		√			100								☺		☺							
CE00504-5	Business and Law for Film and TV (15)				√		C						100				☺				☺						
BLB10019-5	Advertising and Public Relations		√	√	√	√					100						☺				☺						
CE00763-5	Music Promotion and Marketing			√	√	√	√			20	30	50				☺	☺									☺	
	University General Option (15)		√	√	√	√	√																				

Mod No	Title						Presentations	Written	Practical / Lab	Oral/ Online test	Exam / Class Test	Science and Mathematics	Engineering Analysis	Design	Economic, social & environmental	Engineering Practice
		Creative Music Technology	Music Technology	Music Technology with Film Production	Music Technology with Management	Film Production with Music Technology										
	Teaching Block 5															
CE00651-6	Entertainment Research Project Dissertation (15) *	C	C	C	C	C					☺	☺	☺	☺	☺	
CE00617-6	Mixing & Production Techniques (15)	C	C	C	✓			50	50		☺	☺	☺		☺	
CE00618-6	Computer Sound and Multimedia (15)	C					50	50			☺	☺	☺			
CE00011-6	D.V.D. Technology (15)	✓	✓		✓	C		50	50		☺	☺	☺		☺	
BLB10003-6	Enterprising Management (15)	✓	C	✓	C		30	70						☺		
BLB10087-6	Market Planning for Business Projects (15)				C			100					☺	☺		
CE00163-6	Digital Broadcasting Systems (15)					✓		50		50	☺	☺		☺	☺	
CE00180-6	Work Placement Module (15)	✓	✓	✓	✓	✓		100				☺	☺	☺	☺	
CE00619-6	Advanced HD Techniques (15)	✓	✓	✓	✓		50			50	☺	☺	☺			
CE00084-6	Audio for Computer Games (15)					✓		20	80		☺	☺	☺		☺	
CE00019-6	Video Recording and Production 1 (15)	✓	✓	C	✓			20	80		☺	☺	☺	☺	☺	
CE74025-6	Preparation for Teaching (15)	✓	✓	✓	✓	✓		50		50		☺	☺	☺	☺	
CE00624-6	Digital Audio Techniques (15)					C		50		50	☺	☺	☺			
CE00765-6	Sound Design for Mobile Devices (15)	✓		✓				60	40		☺	☺			☺	
	University General Option (15)	✓	✓	✓	✓	✓										

Mod No	Title							Creative Music Technology	Music Technology	Music Technology with Film Production	Music Technology with Management	Film Production with Music Technology	Presentations	Written	Practical / Lab	Oral/ Online test	Exam / Class Test	Science and Mathematics	Engineering Analysis	Design	Economic, social & environmental	Engineering Practice	
																							Teaching Block 6
CE00651-6	Entertainment Research Project Dissertation (15)		C	C	C	C	C											☺	☺	☺	☺	☺	
CE00652-6	Entertainment Project Portfolio (15)		C	C	C	C	C												☺	☺	☺	☺	☺
CE00619-6	Advanced HD Techniques (15)		✓	✓	✓	✓								50	50				☺	☺	☺		
CE00133-6	Music Processing and Mastering (15)		C	C	✓	✓	✓					30					70		☺	☺	☺		☺
CE00659-6	Video Recording and Production 2 (15)						C							20	80				☺	☺		☺	
CE00011-6	D.V.D. Technology (15)		✓	✓	C	✓								50	50				☺	☺	☺	☺	☺
CE00164-6	Multimedia Streaming (15)			✓	✓		✓							20	80				☺	☺	☺		☺
BLB10070-6	Interactive & E-Marketing					C													☺	☺			
CE00505-6	Advanced Visual Media Applications (15)						✓							50	50				☺	☺	☺		☺
CE00180-6	Work Placement Module (15)		✓	✓	✓	✓	✓							100					☺	☺	☺	☺	☺
CE00625-6	Digital Audio & MIDI Management (15)						✓							50			50		☺	☺	☺		☺
	University General Option (15)		✓	✓	✓	✓	✓																

Appendix C – Glossary of Terms

Module	<p>A unit of study with a defined learning outcomes, curriculum and assessment.</p> <p>The module definition is to found in the module specification for the module.</p> <p>Each module has a number of Credits, associated with it. A single module is worth 15 Credits and notionally requires 150 hours of learning activity to complete. This learning activity being divided between time for class contact hours with staff, independent study and assessment. The number of allocated learning hours rises in proportion to the number of Credits attributed to a module at the rate of 10 hour per credit. All modules are multiples of the basic unit of 15 Credits. So for example, a double module will be worth 30 Credits and will have a learning time of 300 hours.</p>
Core module	<p>This is a module that you must take and pass to qualify for a given award title or range of titles.</p>
Award Option	<p>This is a module chosen from a list of Award Option modules. Award Option modules are studied in conjunction with the core modules and from the prescribed set of modules for a particular named award</p>
General Option	<p>This is a module which you can choose from a set of modules which have been designed to complement your Award. This is to allow you to broaden your knowledge and skills base if you wish by taking some supplementary studies in addition to your main subject area.</p>
Co-requisites	<p>Co-requisites are those modules that you must take as a package. All the Level 4 core modules can be considered to be co-requisites. We have defined co-requisites to make sure that there is sufficient shape and coherence in your programme of study to make it a rewarding and interesting experience. A corequisite is therefore a module which must be studied in addition to and normally at the same time as a particular module.</p>
Pre-requisites	<p>A pre-requisite is defined as a specific requirement that you must meet before you can take a module. In a similar way as entry to an Award was dependent on your achieving A-Level or BTEC passes for example, or having other prior knowledge, for some modules you will have to be 'qualified' to take them. This will normally mean studying for a module at an earlier level in the Award.</p> <p>Pre-requisites are specified to make sure that you have the knowledge and skills you will need to be successful in your chosen modules. Please refer to the Undergraduate Modular Framework Regulations for a more detailed description of this term in particular the distinction between the terms pre-requisites' and 'Special Admissions Requirements'.</p>
Disqualified Combinations	<p>Although rare, disqualified combinations are those modules which you cannot study together. This is normally because the content of the modules overlaps in some way, such that by taking both you would not cover the equivalent of two-modules learning.</p>
Grade (Point)	<p>On completion of the assessment of a module, you will be assigned a grade for that module in the range 0 to 15. In considering your performance at the end of a Level, grades will be averaged to produce grade point average for the Level (weighted by the size of the module). Grade points run from 0 to 15, with 0-3 being fail grades for undergraduate module, and 0-6 being fail grades for postgraduate modules.</p>

Level	This indicates the academic level at which study is to be undertaken – Certificate level (module level 4), Intermediate level (module level 5) and Honours level (module level 6). Normally it corresponds to one year of study for full-time students. However, students may take modules from different levels at the same time, provided that they meet the requirements for their award.
Teaching block	A period of study into which the year is divided, that may include induction learning, assessment and academic counselling. There are currently two teaching blocks in each academic year.

Appendix D Personal Development Planning (PDP) Review Record

Your Name:..... Date:.....
 Course:..... Year:.....

	Completed THIS Time	Completed BEFORE	Reviewed THIS Time
<u>Introduction</u>			
Initial Skills Check			
<u>Self Awareness</u>			
Other People's View			
Strengths and Weaknesses			
Listing Achievements			
Evidence of Achievements			
Things You Are Good At			
Managing New Information			
Gathering Evidence			
<u>Study Skills</u>			
Examples of Success			
How You Learn Best			
Your Learning Style			
Effective Learning			
How You Work Best			
Skills Used in My Academic Study			
<u>Reviewing Progress</u>			
Why You Are Here			
General Direction			
Things To Improve			
Setting Targets			
Action Plan			
Progress / End Of Review Statement			
<u>Career Plans</u>			
Making Career Plans			
Career Plan			
Important To Me			
Key Factors			
What Sort of Voluntary Work			
Use of Personal Statements			
Personal Statement			
Wider Skills			
Useful Ideas			
<u>Making Applications</u>			
CV Checklist			
CV Content – Draft			
Application Forms			
Interviews			
Application Record			
Presentation Planning			