Faculty of Computing,
Engineering and Technology

Student Handbook

BTEC Higher National Diplomas in

Media Technology
Media Technology: Film
Media Technology: Music
Media Technology: Games Design

Academic year: 2009-10

Your Handbook

This handbook is divided into two parts – part one, the programme guide has been prepared by the programme team and is a guide to the award programme you have joined. Part two is a guide for all students in the Faculty and has been prepared by the Faculty Directorate.

Part One – Programme Guide

Introduction

This part of your Award Handbook contains the definition of the Higher National programme and its awards which are listed on the cover. Details of the related Foundation Degree may be found in similar documents, which are available on the Faculty web site.

This student handbook is written to describe the awards to you and to assist you in settling into a productive time of study at the university. If you wish to learn more about the programme and award learning outcomes or how the awards have been informed by benchmark statements, you should read the programme specification documentation.

It is essential that you read this handbook fully before you commence your award and continue to use it for reference during your studies. There are various web links contained within this document and in particular you may wish to access the following:

- Award Management and Regulations
  These may be found on the University Web Site **http://www.staffs.ac.uk**

- Programme Specification Documents
  These may be found on the faculty Web Site **http://www.staffs.ac.uk/fcet** .

- Module Information
  This may be found on the module web page
http://www.staffs.ac.uk/current/student/modules

Part one is divided into three sections:
- Introduction
- Overview of the Programme
- Management of the Programme

Part Two - Student Guide

Introduction

This part of your Award Handbook is for you to use as a reference point during your time in the Faculty of Computing Engineering and Technology at Staffordshire University.

It tries to answer many of the questions you may have during your time here and tells you where you can get more information and further guidance and support. You should also make use of the Faculty Office and the University Information Centre - ground floor of the Beacon Building Stafford and on the first floor of the Flaxman Building Stoke - where staff are available to deal with any queries you may have.

Part two is divided into six sections and can be found on the website
- Who's who in the Faculty
- Administration
- Services for students
- Teaching, Learning and Assessment
- Employability
- Useful Contacts

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PART 1
Section 1: Introduction

Ø   **Welcome to the Faculty Of Computing, Engineering and Technology**

It is my pleasure to welcome you as a student to the Faculty of Computing, Engineering and Technology at Staffordshire University and to the Higher National scheme of awards. Whether you are studying at the university itself or in one of our partner colleges, it is great to have you on board. There are over 500 students on our Higher National Award scheme with around 350 of those at colleges, which are part of the Staffordshire University Regional Federation (SURF).

The Faculty of Computing, Engineering and Technology is a multidisciplinary community of more than 3,000 students and over 200 staff, involved in education, research and practice in all areas of computing, engineering and technology. It is recognised nationally for being dynamic and innovative in its approach. We are dedicated to providing the educational foundation for computer scientists, engineers and technologists who create and sustain the technological products and services for wealth creation and improving the quality of life. Our portfolio of awards is designed for the 21st century and the new technological revolution that includes digital computing, electronics, and communications in a variety of settings. The aim is to produce the innovators of the future. We want you to be one of them.

I hope that you will find your time with us enjoyable and successful. An education in any area is a challenging prospect, but developing your creativity, skills and resourcefulness in such a rapidly developing discipline has many benefits, whether you are interested in a future career in the computing industry or elsewhere.

Members of staff, both internal and at our partner colleges are committed to creating a productive, efficient and friendly atmosphere in which your studies can take place. If you should experience any problems, someone will be on hand to help you.

So… work hard, play hard and, above all, enjoy your time with us.

John Bradburn
Higher National / Foundation Degree Programme Manager

Section 2: Overview of the Programme

Ø   **Types of Awards**

- **Higher National Diploma (HND)**

The Higher National Diploma award is at Intermediate Level as defined in the <u>National Qualifications Framework</u>

Each named award within the programme is a validated BTEC Higher National Diploma. Each has its own specific "personality" which gives it a distinctive character. Brief overviews of each award programme and routes are given later in this document.

The Higher National Diploma award is an industry recognised qualification in its own right but it will also provide an opportunity for you to move on to a related degree at Staffordshire University or elsewhere. All the Higher National Diploma awards within this scheme are linked to a degree (B.Sc.) running at Staffordshire University. The degree may be grained through a third year of study following completion of the diploma. This ordinary degree is an Intermediate level qualification, which may be topped up to honours level (B.Sc. hons) through the completion of an honours level project. In addition to this, there are some one year bridging courses available which enable students to consider a wider range of award titles for their honours degree.

- **Certificate of Higher Education (Cert. HE)**

This award is at certificate level as defined in the National Qualifications Framework. This award is not a named, advertised programme of study and students may not be enrolled on to it. Regardless of the award being followed, if the student were to leave the programme after having passed modules leading to 120 CAT points or more at level 1, he/she would be eligible for a Certificate of Higher Education. The award is made on the basis that the student by this stage will have gained a broad basic knowledge of a field at certificate level. The Certificate of Higher Education may be awarded with Pass, Merit or Distinction.

Ø   **Names and Descriptions of Awards**

- **Higher National Diploma in Media Technology**

Award Aim: This award aims to give students the opportunity to develop the skills involved in the creation of multimedia work of a technically demanding nature to a high standard.

This award is offered in recognition of the fact that the media technology areas are starting to converge. For instance, 3D animation is now applied to the area of film production as well as computer games and indeed, there is a degree entitled "Digital Film and 3D Animation" which addresses this area. Music videos link music and film production technologies and there are named degrees in these areas. Students of this diploma will be able to progress on to awards in these areas if they should wish. Students wising to progress on to Film Production Technology, Music Technology or Computer Games Design should choose the appropriate route described below.

Students of the diploma in Media Technology will be able to choose two media production technologies and will gain the skills required to implement and evaluate multimedia applications in a variety of contexts. They will also gain an insight into the specification and management of computer based resources. Diplomates will be qualified to work in the creative industries.

- **Higher National Diploma in Media Technology: Music**

Award Aim: This award aims to give students the opportunity to develop the skills involved in the creation, management and use of music media.

Diplomates 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.

- **Higher National Diploma in Media Technology: Film**

Award Aim: This award aims to give students the opportunity to develop the skills involved in digital image production and streaming, studio lighting, camera techniques, digital image manipulation, video production and advanced 3D modelling for integration with film and video.

Diplomates will be qualified to work within the digital video, media and related industries.

- **Higher National Diploma in Media Technology: Games Design**

Award Aim: This award aims to give students the opportunity to design computer games using appropriate tools.

Diplomates will have the specific skills to work in the Games industry as Computer Games Animators, Computer Games 3D Modellers. Their skills will allow them to work in an environment ranging from creating 3D models and animations to creating industry standard game/level designs and documentation. They also have knowledge of games programming, games engines and the physics of games.

Ø **Transferability between the awards**

The awards have been designed such that it is possible for all Higher National Diploma Students in this programme to transfer to the Media Technology award either at the end of teaching block 2. For some students this will mean taking a specified module in the general option slot in year 2..

Ø General Award Information

- *Modes of Study available:*

The Higher National Diploma may be studied in full-time mode at the university.

- *Durations of Awards:*

Award	Usual Duration	Maximum Overall Registration Period	Maximum registration period for 1 level
HND part-time	3 years part-time	5 years	N/A
HND full-time	2 years full time	5 years	4 years

- *Award Requirements*

Awards are gained by the accumulation of credits (NB. These are sometimes referred to as CAT points). The awards are modular. Each module is allocated a number of credits which will be either 15 or a multiple of 15. The modules are divided into specific and non-specific credit modules. All programme modules whether core or options are considered to be specific credit modules.

In addition to the programme modules, at each level there is one general option slot. The general option slots permit students to take an interest in modules from across the university.

- *General options*

General options for the HND scheme may be chosen from the General Option Directory: http://www.staffs.ac.uk/modules/options/index.php or from the Faculty of Computing, Engineering and Technology module list at the level appropriate for your award (this must be approved by the level leader). http://www.staffs.ac.uk/current/student/modules/index.php?section=CE&level=any. You must ensure that all pre-requisites are met and that there are no disqualifying combinations.

- Credits required for Higher National Diploma
  To gain the award of Higher National Diploma, a total of 240 CATS must be gained over the study period. The study period is usually two years full time and 120 CATS will be studied in each year.

  For the Staffordshire University, Higher National Diploma, at least 90 CATS of the 240 required must come from level 2 modules. 30 credits, 15 in each year will come from the chosen general option

- Certificate of Higher Education
  If you decide to leave the programme after having passed modules leading to 120 CAT points or more at level 1 or higher, you will be eligible for a Certificate of Higher Education. By this stage you will have gained a basic knowledge of the technology implicit in your chosen field.

For further information concerning module registration and credits please see the section on module registration in Part 2, Section 2.

Ø   **Links to Honours Degrees.**

The following table is an indicator of the relationship between the HN awards and degrees. If you are intending to progress to a particular degree, you should choose options which are part of that route. The options are shown in route option lists for the Higher National Awards in Appendix 3.

Higher National Diploma Title	Award Progression Possibilities
Media Technology	B.Sc. Digital Film, Animation and 3D Technology B.Sc. Film Production Technology with Music B.Sc. Music Technology with Film
Media Technology: Film	B.Sc. Film Production Technology
Media Technology: Music	B.Sc. Music Technology
Media Technology: Games Design	B.Sc. Computer Games Design

Award Framework

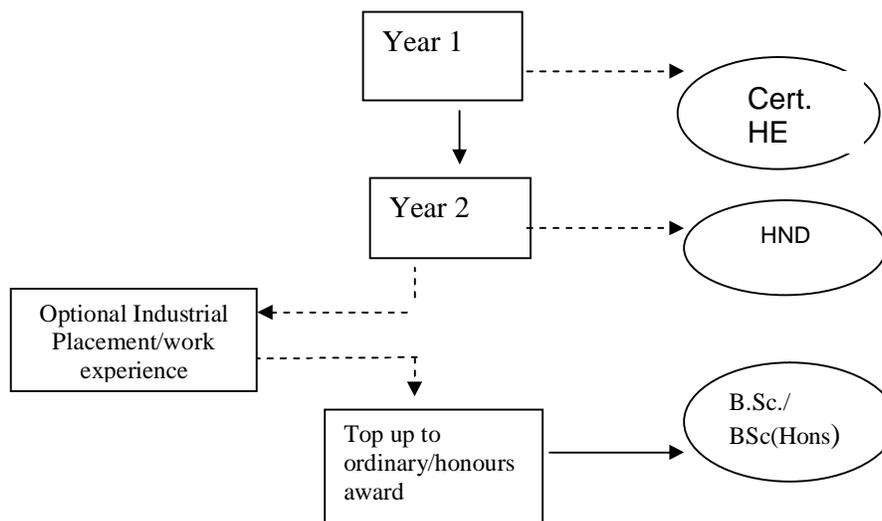- **Full time Higher National Diploma showing Bridge to Honours Degree**

Figure 1: Award Structure Higher National Diploma
Showing the progression of a student through a full-time Higher National Diploma and on to an Honours Degree final year via a bridging course and Industrial Placement/Experience.

Curriculum Framework

The following tables show which modules will be studied in each teaching block. General Options may be any module or from the general option directory. Students wishing to choose options related to their award should choose from the relevant specific option list or the recommended general option list (if given).

If you are accessing this handbook through the web, click on the links to see module descriptors or option lists. Option lists are included below. Module descriptors are accessible from www.staffs.ac.uk/current/student/modules. The general option directory is accessible from www.staffs.ac.uk/modules/options.

- **Scheme Structure Diagrams and Option Lists**

Higher National Diploma Media Technology (AMENDED STRUCTURE)

Year one

TEACHING BLOCK 1	TEACHING BLOCK 2
Ce00553-1 Media Entertainment Technology In Society And The Workplace	Ce00581-1 Internet And Communications Skills
OPTION*	OPTION*
OPTION*	OPTION*
OPTION*	OPTION*

*Option requirements
1 General Option (SEE MEDIA TECHNOLOGY: Recommended General Options Level C)
Students may choose to take any university module at any level in their general option slot.

4 Specific Options (SEE Media Technology: specific option list Level C)

Year two

TEACHING BLOCK 1	TEACHING BLOCK 2
Ce00416-2 Higher National Diploma Technology Project	
OPTION**	OPTION**
OPTION**	OPTION**
OPTION**	Ce00085-2 Time Based Multimedia

**Option requirements
1 General Option (SEE MEDIA TECHNOLOGY: Recommended General Options Level C or I)
Students may choose to take any university module at any level in their general option slot.

4 Specific Options (SEE Media Technology: specific option list Level I)

Media Technology Specific Option List Level C

Ce00013-1 Film Technology
Ce00079-1 Introduction To 3d Applications
Ce00146-1 Audio Processing
CE00784-1 Audio for Production 1
Ce00075-1 History of Film Technology
CE00824-1 Introduction to Multimedia Development
CE00139-1 Music & Instrument Technology
Ce00291-1 Introduction To Multimedia Applications

Media Technology Specific Option List Level I

Semester 1 and Semester 2 Double/Combinations.

COMBINATION OF Ce00547-2 3d Facial Modelling
AND Ce00546-2 3d Body Modelling (pre-requisite Ce00462-1 Introduction To 3D Modelling)

COMBINATION OF Ce00541-2 3d Computer Animation
AND Ce00540-2 3d Character Animation (pre-requisite Ce00462-1 Introduction To 3D Modelling)

DOUBLE Ce00500-2 Studio Production Technology (pre-requisite Ce00013-1 Film Technology)

DOUBLE Ce00758-2 Film Technology 2 (pre-requisites Ce00013-1 Film Technology,and Ce00012-1 Digital Image Production)

COMBINATION OF Ce00074-2 3D Modelling For Film (Most Relevant For Those who have taken Ce00013-1 Film Technology)
AND Ce00078-2 3D Graphics Technology For Film

COMBINATION OF Ce00285-2 Film Sound And Synchronisation Technology (pre-requisite Ce00013-1 Film Technology)
AND Ce00297-2 Film Sound And Synchronisation Technology 2

COMBINATION OF Ce00018-2 Studio Production And Scriptwriting Technology 1(pre-requisites Ce00013-1 Film Technology and Ce00076-1 Scriptwriting For Technologists)
AND Ce00016-2 Studio Production And Scriptwriting Technology 2

COMBINATION OF Ce00136-2 Studio Technology (Pre-Requisite CE00146-1 Audio Processing)
AND Ce00144-2 Studio Techniques

COMBINATION OF Ce00140-2 Principles Of Acoustics (Pre-Requisite CE00146-1 Audio Processing)
AND Ce00429-2 Applications Of Acoustics

COMBINATION OF Ce00020-2 Visual Media Applications (This combination is most relevant for those who have taken CE00146-1 Audio Processing and requisites Ce00013-1 Film Technology)
AND Ce00614-2 Sound Synthesis and Midi.

Higher National Diploma Media Technology: Film

Year one

TEACHING BLOCK 1	TEACHING BLOCK 2
Ce00553-1 Media Entertainment Technology In Society And The Workplace	Ce00581-1 Internet And Communications Skills
Ce00013-1 Film Technology	
Ce00012-1 Digital Image Production	Ce00075-1 History Of Film Technology
Ce00076-1 Scriptwriting For Technologists	OPTION*

*Option requirements
1 General Option (SEE MEDIA TECHNOLOGY: Recommended General Options Level C
Students may choose to take any university module at any level in their general option slot.

Year two

TEACHING BLOCK 1	TEACHING BLOCK 2
Ce00416-2 Higher National Diploma Technology Project	
Ce00758-2 Film Technology 2	
Ce00020-2 Visual Media Applications	Ce00085-2 Time Based Multimedia
OPTION**	OPTION**

**Option requirements
1 General Option (SEE MEDIA TECHNOLOGY: Recommended General Options Level C or I)
1 Specific Option (SEE FILM: Specific Option List Level I)

Film: Specific Option List Level I

DOUBLE Ce00500-2 Studio Production Technology
Ce00755-2 Cinematography Technology
Ce00660-2 Video Editing Technology 2
Ce00137-2 Synthesiser Technology
Ce00015-2 Computer Games Design 2a : High Concept And Preproduction
Ce00017-2 Computer Games Design 2b : Production And Testing
Ce00713-2 Audio For Production 1
Ce00504-2 Business And Law Of The Film And Television Industry
Ce00760-2 Video Editing Technology 1
Ce00506-2 Advanced Scriptwriting For Technologists (Pre-Requisite Ce00076-1 Scriptwriting For Technologists)

Higher National Diploma Media Technology: Music

Year one

TEACHING BLOCK 1	TEACHING BLOCK 2
Ce00553-1 Media Entertainment Technology In Society And The Workplace	Ce00581-1 Internet And Communications Skills
Ce00146-1 Audio Processing	
Ce00098-1 Audio Visual Technology	Ce00141-1 The Music Business
OPTION*	OPTION*

*Option requirements
1 General Option (SEE MUSIC: Recommended General Option List Level C)

Year two

TEACHING BLOCK 1	TEACHING BLOCK 2
Ce00416-2 Higher National Diploma Technology Project	
Ce00136-2 Studio Technology	Ce00144-2 Studio Techniques
Ce00140-2 Principles Of Acoustics	Ce00429-2 Applications Of Acoustics
OPTION**	OPTION**

**Option requirements
1 General Option (SEE MUSIC: Recommended General Option List) Level I

1 Specific Option (SEE MUSIC: Specific Option List Level I)

Music: Recommended General Option List Level C

Ce00138-1 Music And Instrument Technology 1
Ce00139-1 Music And Instrument Technology 2
Ce00142-1 Performance And Instrument Technology 1*
Ce00143-1 Performance And Instrument Technology 2*
Ce00824-1 Introduction to Multimedia Development
　　　　These modules require Level 5 Music Award – please see Sally Walker for admission criteria

Music: Specific Option List Level I

Ce00085-2 Time Based Multimedia
Ce00137-2 Synthesiser Technology
Ce00015-2 Computer Games Design 2a : High Concept And Preproduction
Ce00017-2 Computer Games Design 2b : Production And Testing

Ce00135-2 Creative Music Design
Ce00614-2 Sound Synthesis and Midi
Ce00713-2 Audio For Production 1

Higher National Diploma Media Technology: Games Design

Year one

TEACHING BLOCK 1	TEACHING BLOCK 2
Ce00553-1 Media Entertainment Technology In Society And The Workplace	Ce00581-1 Internet And Communications Skills
Ce00079-1 Introduction To 3D Applications	
Ce00080-1 Games Engines And Physics	
OPTION*	Ce00014-1 Computer Games Design 1b : Level Design

*Option requirements
1 General Option (SEE GAMES: Recommended General Option List)

Year two

TEACHING BLOCK 1	TEACHING BLOCK 2
Ce00416-2 Higher National Diploma Technology Project	
Ce00547-2 3d Facial Modelling	Ce00546-2 3d Body Modelling
Ce00541-2 3d Computer Animation	Ce00540-2 3d Character Animation
Ce00015-2 Computer Games Design 2a : High Concept And Preproduction	OPTION**

**Option requirements
1 General Option (SEE Media Technology: Recommended General Options Level C or I

Games: Recommended General Option List Level C

Ce00010-1 Computer Games Design 1a : Design Documentation
Ce00166-1 Introduction To Virtual Reality And Simulation
Ce00438-1 Introduction To Animatronics
Ce00012-1 Digital Image Production

Games: Recommended General Option List Level I

Ce00017-2 Computer Games Design 2b : Production And Testing
Ce00085-2 Time Based Multimedia
Ce00469-2 Multiplayer Online Gaming

Media Technology: Recommended General Options Level C

Students should note the advice given with the option regarding relevance and/or pre-requisites. They should also bear in mind that it is advisable (though not essential to have four modules in each semester.

Ce00098-1 Audio Visual Technology (most rtelevant for those taking Ce00146-1 Audio Processing)

Ce00462-1 Introduction To 3d Modelling (may not be taken with Ce00079-1 Introduction To 3D Applications)

CE00466-1 Motion Capture (Most Relevant For Those Taking Ce00013-1 Film Technology Or Ce00079-1 Introduction To 3D Applications)

Ce00012-1 Digital Image Production (Most Relevant For Those Taking Ce00013-1 Film Technology)

Ce00076-1 Scriptwriting For Technologists (Most Relevant For Those Taking Ce00013-1 Film Technology)

Ce00552-1 Software Development Using Java (Most relevant fort those wishing to progress to a computing award).

Ce00550-1 Computer And Multimedia Hardware Systems (Most relevant fort those wishing to progress to a computing award).

Ce00230-1 Software Development Using VB.Net (Most relevant fort those wishing to progress to a computing award).

Ce00141-1 The Music Business (most rtelevant for those who have taken Ce00146-1 Audio Processing)

Ce00075-1 History Of Film Technology (Most Relevant For Those who have taken Ce00013-1 Film Technology)

CE00467-1 Geometry And Dynamic Character Design ((Most Relevant For Those who have taken Ce00079-1 Introduction To 3d Applications)

CE00784-1 Audio for Production 1 (Most relevant to those taking Taking Ce00013-1 Film Technology)

Media Technology: Recommended General Options Level I

Ce00614-2 Sound Synthesis and Midi (most rtelevant for those who have taken Ce00146-1 Audio Processing)
Ce00140-2 Principles Of Acoustics (Pre-Requisite CE00146-1 Audio Processing)
Ce00136-2 Studio Technology (Pre-Requisite CE00146-1 Audio Processing)

Ce00504-2 Business And Law Of The Film And Television Industry (Most Relevant For Those who have taken Ce00013-1 Film Technology)
Ce00506-2 Advanced Scriptwriting For Technologists (Pre-Requisite Ce00076-1 Scriptwriting For Technologists)

Ce00020-2 Visual Media Applications (Most Relevant For Those who have taken Ce00013-1 Film Technology)
Ce00760-2 Video Editing Technology 1 (Most Relevant For Those in year 2 who have taken Ce00013-1 Film Technology)

Ce00306-2 Human Computer Interaction & Usability

Ce00318-2 Database And Web Database Systems
Ce00353-2 User Centered Systems Development
Ce00425-2 Web Programming
CE00369-1 Introduction To Computer Games And Graphical Systems (Pre-Requisite Ce?????-1 Software Development Using Java or Ce00230-1 Software Development Using VB.Net (Most Relevant For Those who have taken Ce00079-1 Introduction To 3d Applications)

Section 3: Management of the Programme

Ø   Programme Management Team

This team is responsible for the operation and development of the awards within a scheme. The team will consider all matters affecting the operation and development of the awards within its remit and will report regularly to the Awards and Standards Team of the Faculty of Computing, Engineering and Technology

In particular the team will:

- Monitor the implementation of academic policy, maintenance of standards and administration of the awards within its remit, including selection, teaching, counselling and publication of award requirements

- Appoint new members as may be deemed necessary for assisting in the administration of the Programmes.

- Review annually the operation of the awards and the quality of the whole student learning experience, and consider proposals for improvement.

- Be responsible for the day-to-day running of the Scheme as a whole and for co-ordinating all the modules that you study.

To make sure that its awards run effectively and to provide students with the best learning opportunities possible, the University requires that every programme has a defined management structure. The main members of the Programme Management Team are:

- Programme Manager
- Level/Year Leaders
- Module Leaders
- Personal Advisor

The Programme management team are responsible for the day-to-day running of the programme as a whole and for co-ordinating all the modules on the scheme.

Programme Manager
- John Bradburn   (email: j.p.bradburn@staffs.ac.uk)

  - Programme Manager reports to and advises the Faculty of Computing, Engineering and Technology Board on the overall operation of the Scheme and is responsible for:
  - the academic supervision and conduct of the Programme in accordance with any regulations or conditions laid down by the University or external bodies
  - the management and oversight of the administration of the Programme
  - reporting to and advising the Programme Committee on the operation of the Programme
  - ensuring that the Programme is implemented and developed in accordance with the agreed policies of the Programme Committee
  - organising and convening the Programme Committee

- reporting on resources required for the Programme
- conducting the annual Programme monitoring and the re-validations of the Programme
- liaising with External Examiners

Award Leaders

- Games Design Leader: Alex Jackson a.jackson@staffs.ac.uk

- Music Technology Leader: Carl Barton c.barton@staffs.ac.uk

- Film / Media Leader: John Bradburn j.p.bradburn@staffs.ac.uk

A Level Leader is associated with a level or year of the Programme. The Level Leader has responsibility for the smooth running of a Level and oversees the progress of all students on that level across all awards within the Programme. The Level Leaders conduct semester review meetings with groups of students in order to obtain feedback on the operation of the different levels within the Scheme.

To make sure that the modules studied in any semester are compatible in terms of assessment and timetabling of classes and assignments, the Level Leaders act as co-ordinators for all modules offered in each semester. Each Level Leader knows about the different types of assessment, which are associated with the modules within their level and specific to each award.

Level Leaders play an important role in the personal tutoring team and are available to students to discuss problems relating to the modules studied and any study skills or academic issues students my have.

Personal and Professional Development and Employability Co-ordinator

Mrs. Susan Bailey   (email: s.bailey@staffs.ac.uk)

The Personal and Professional Development and Employability Co-ordinator:-
- leads training sessions on the package used to store personal development plans
- prepares material for use in personal development sessions.
- Takes part in the award support sessions during induction week and throughout the academic year.

The Award Support Team
The Award Support Team is responsible for the organisation of assessments and examinations and for maintaining student information in accordance with procedures relating to the Modular Award Management System. Students' files are maintained by the Faculty Office Supervisor. Your award Support Officers are Kathryn Shenton and Rachel Jardine who can be contacted as follows:
Room K266, Tel: (01785) 353436, email: hndcadmin@staffs.ac.uk.

Module Leaders
A Module Leader is one of the team of people involved with a particular module. In conjunction with this team, each Module Leader is responsible for managing and overseeing the day-to-day administration of the module. This involves:

- preparing assessments
- monitoring, controlling and reporting on students' progress
- conducting module reviews with the students of each cohort.

- Each Module Leader provides counselling to students on the module. This may involve:
- encouraging and advising you before you start the module study period
- acting as a focus for problems encountered during the module study period
- providing support and encouragement prior to and during the module assessments.

If students experience any difficulties with the work associated with a module, they should see the Module Leader and discuss the problems. The module leader for each module is listed on the descriptor on the module handbook.

Ø **Personal Tutoring**
The Programme has an integral personal tutoring system which is structured as follows:

Personal Tutoring at Level 1
Personal tutors will see tutees as part of a small tutorial group (maximum 10) on a weekly basis and also for two 15 minute sessions during each semester during which personal profiling information will be discussed.

Personal Tutoring at Level 2
Personal tutors will see tutees on a weekly basis as part of project supervisory meetings.

Personal tutors will:
- Be on hand to discuss and problems and should be the first port of call.
- Monitor student attendance
- Monitor student progress

The personal tutoring team leaders will organise personal tutoring team meetings at regular intervals at which student attendance and progress will be discussed.

Ø **The Programme Committee**
The Programme has a programme Committee which is responsible for the overall operation of the programme and reports to the Faculty Board. The Programme Committee meets as appropriate at least twice in each academic year and normally once per academic term.

The Programme Committee is responsible for:
- monitoring the implementation of academic policy, maintenance of standards and the administration of the Programme
- appointing such sub-committees as are deemed necessary for assisting in the administration of the Programme
- considering the progress of the students, and, where necessary, recommending exclusion on academic grounds in accordance with the appropriate University regulations
- annually reviewing the operation of the Programme and considering proposals for its improvement
- considering from time to time the need to revise, develop or otherwise substantially alter the Programme in light of prevailing circumstances and prepare appropriate proposals
- considering and making recommendations upon, as appropriate, the resources and staff development requirements of the Programme.

The membership of the Programme Committee is:

- Award Leader (Chair), nominated by the Dean of the Faculty
- Project Co-ordinator

- PDP and Employability co-ordinator
- Level Leaders
- Student Representatives
- College Representatives
- Representative of the Faculty Management Team
- Any co-opted members

As mentioned above, there are student representatives on the Programme Committee. These representatives are elected annually from amongst students registered on the programme. To make sure that your views are taken into account, you are encouraged to use your representatives to put your points of view to the Programme Committee in a formal way, in addition to discussing issues informally with your tutors and programme managers. Why not stand for election as a student representative yourself?

The Programme Committee considers all matters affecting the operation and development of the Programme and reports regularly to the Faculty Board. In particular, the Committee is responsible for overseeing the running and development of the awards and for ensuring that information is available on the awards and modules that you can choose. Information on other related committees may be found in Part 2, Section 3 under the heading Student Representation.

Ø Programme Examination Boards

There are two types of examination board, namely the assessment board and the award board. The assessment board considers each module in turn and agrees the recorded performance of all students on that module. The award board considers each award in the programme and considers the results profile of each student against the award requirements and makes recommends regarding progression, referral and achievement with respect to each student on each the award.

Membership of the Examination Boards is as follows:

Assessment Board
- Dean of Faculty of Computing, Engineering and Technology or nominee (Chair)
- Award Leader
- Level Leaders
- Student Advisor
- Personal Tutoring Team
- All members of staff involved in teaching the year of the award both in-house and at the partner institutions
- Project co-ordinator
- External examiners

Award Board
- Pro-Vice Chancellor of Faculty of Computing, Engineering and Technology or nominee (Chair)
- Award Leader
- Student Advisor
- Level Leaders
- College representatives
- BTEC External Examiner (where appropriate)

Because of the confidential nature of the discussions, no student representation is possible on Examination Boards.

Ø Terms of Reference:

Examination Boards are responsible for formal assessments and examinations and meet as appropriate during the year. Usually the two boards meet in late June or early July. Similarly there are two further boards in early September to consider resits and referrals.

In particular, the responsibilities of the examination boards include:

- consideration of proposed examination papers and, where appropriate, in-award assignments
- review of the performance in examination and assessed in-award assignments
- determination of referrals and re-assessment requirements with or without attendance.

The Examination Boards include tutors from all areas of the Programme to make sure that all information relating to the success of students is available to the Boards at the time they make decisions on progression between parts of an award or confer final awards. It is extremely important, therefore, that all information relating to your assessments that may help the Boards in reaching their decisions is passed on to your Personal Advisor and/or Level Leader before the Boards meet. Information such as personal illness (together with a medical report), family difficulties or other important events that may have caused you difficulty during the assessment period (or possibly for a prolonged time during the study period) will be valuable to the Board in considering your results. The University has an Extenuating Circumstances Form which is available from the Business Support Office located on the second floor of the Octagon Building on the Stafford Campus. If you have experienced any problems during the year, which you believe may have affected your academic performance adversely, you should fill this in and return it, to the Business Support Office. It will be considered by an independent panel to whom the information is kept confidential. This panel reports its decisions to the Examination Boards.

The University operates a standard procedure for reviewing the decisions of an Examination Board in cases where information concerning a student was not available at the time of the Board. It is obviously preferable, however, to tell your tutors in advance, any information they may need. Full details of the procedure for the review of an Examination Board decision are included Administrative support for the Awards. Details of the appeals procedure may be found in Part 2, Section 3 under the heading Appeals, Complaints and Conduct

APPENDICES
A1. Employability in the Higher National Awards

Employability Aims - Higher National Awards.

Aim in Employability Policy	Way in which it is met by this award
1. Work Experience, Volunteering and Projects	Students on the Higher National Awards have the opportunity to synthesise the many techniques introduced in their programme of study through a project. The project is invaluable as it facilitates the developments of transferable skills eg. project management and communication while also encouraging innovation and experimentation which are important parts of the creative process.
2. Transferable and Professional Skills Development	The module mapping to learning outcomes is included in appendix A of this document.
3. Career Planning and Management Skills	Personal Development planning is encouraged throughout the award but is explicit within the following modules Level 1 Ce00553-1 Media Entertainment Technology In Society And The Workplace and Ce00581-1 Internet And Communications Skills Level 2 Ce00416-2 Higher National Diploma Technology Project The tutor for the module will also be the personal tutor for those students. Students are encouraged to use the "My Portfolio" software package which supports Personal Development Planning. They are encouraged to build up a portfolio of work relating to the development of transferable skills on all modules within the award.
4. Learning, Reflection and Articulation through Personal Development Planning	This is facilitated in the Higher National Awards through personal tutoring. The personal tutoring system is embedded into the award in that the tutors of the modules where PDP is explicit are the also the personal tutors for the students. Personal tutors will encourage and motivate students to plan and record their academic and non-academic development.
5. Enterprise and Entrepreneurship	The enterprise centre is continually promoting and supporting student self employment through several schemes with associated bursaries and office space. In June 2005, twenty students started business in the Staffordshire Business Village under a student self employment scheme. Details can be found at: http://www.soc.staffs.ac.uk/jsf1/Staffordshire%20University.htm

A2. Personal Development Planning in the Higher National Awards

Personal Development Planning - QAA Minimum Expectations

Aim in Employability Policy	Way in which it is met by this award
1. Work Experience, Volunteering and Projects	Students on the Higher National Awards have the opportunity to synthesise the many techniques introduced in their programme of study through a project. The project is invaluable as it facilitates the developments of transferable skills eg. project management and communication while also encouraging innovation and experimentation which are important parts of the creative process.
2. Transferable and Professional Skills Development	The module mapping to learning outcomes is included in appendix A of this document.
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4. Learning, Reflection and Articulation through Personal Development Planning	This is facilitated in the Higher National Awards through personal tutoring. The personal tutoring system is embedded into the award in that the tutors of the modules where PDP is explicit are the also the personal tutors for the students. Personal tutors will encourage and motivate students to plan and record their academic and non-academic development.
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Key Elements of PDP – Higher National awards

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Aim in Employability Policy	Way in which it is met by this award
1. Work Experience, Volunteering and Projects	Students on the Higher National Awards have the opportunity to synthesise the many techniques introduced in their programme of study through a project. The project is invaluable as it facilitates the developments of transferable skills eg. project management and communication while also encouraging innovation and experimentation which are important parts of the creative process.
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A3 Module List – HND Media Technology Programme

HND Award core modules Level C
Teaching Block 1
Ce00553-1 Media Entertainment Technology In Society And The Workplace
Ce00098-1 Audio Visual Technology
Ce00076-1 Scriptwriting For Technologists
Ce00012-1 Digital Image Production
Teaching Block 2
Ce00581-1 Internet And Communications Skills
Ce00141-1 The Music Business
Ce00291-1 Introduction To Multimedia Applications
Ce00075-1 History Of Film Technology
Ce00014-1 Computer Games Design 1b : Level Design

Teaching Block 1 and 2
Ce00079-1 Introduction To 3D Applications
Ce00013-1 Film Technology
Ce00146-1 Audio Processing
Ce00080-1 Games Engines And Physics

HND Award core modules Level I

Teaching Block 1
Ce00015-2 Computer Games Design 2a : High Concept And Preproduction
Ce00140-2 Principles Of Acoustics
Ce00136-2 Studio Technology
Ce00020-2 Visual Media Applications

Teaching Block 2
Ce00429-2 Applications Of Acoustics
Ce00144-2 Studio Techniques
 Ce00085-2 Time Based Multimedia

Teaching Block 1 and 2
Ce00416-2 Higher National Diploma Technology Project
Ce00005-2 3D Computer Character Modelling
Ce00009-2 3D Computer Animation
Ce000758-2 Film Technology 2