School of Humanities

Title of Programme: Joint Honours Programme

Programme Code: APJH

Programme Specification

This programme specification is relevant to students entering:
25 September 2017

Associate Dean of School (Academic Quality Assurance):
Marjolein Groefsema

Signature

A programme specification is a collection of key information about a programme of study (or course). It identifies the aims and learning outcomes of the programme, lists the modules that make up each stage (or year) of the programme, and the teaching, learning and assessment methods used by teaching staff. It also describes the structure of the programme, its progression requirements and any programme-specific regulations. This information is therefore useful to potential students to help them choose the right programme of study, to current students on the programme, and to staff teaching and administering the programme.

Summary of amendments to the programme:

<table>
<thead>
<tr>
<th>Section</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme-specific assessment</td>
<td>Programme specific length of study regulation has been removed to fall in</td>
</tr>
<tr>
<td>regulations</td>
<td>line with new UPR AS14 D3.9.</td>
</tr>
<tr>
<td>G. Entry requirements</td>
<td>Changed entry requirements for Psychology and new GCSE grades</td>
</tr>
</tbody>
</table>

If you have any queries regarding the changes please email AQO@herts.ac.uk
Programme Specification  Joint Honours Undergraduate Programme

This programme specification (PS) is designed for prospective students, enrolled students, academic staff and potential employers. It provides a concise summary of the main features of the programme and the intended learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. More detailed information on the teaching, learning and assessment methods, learning outcomes and content for each module can be found in Definitive Module Documents (DMDs) and Module Guides.

Section 1

<table>
<thead>
<tr>
<th>Awarding Institution/Body</th>
<th>University of Hertfordshire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Institution</td>
<td>University of Hertfordshire</td>
</tr>
<tr>
<td>University/partner campuses</td>
<td>College Lane and De Havilland</td>
</tr>
<tr>
<td>Programme accredited by</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Final Award (Qualification)</td>
<td>BSc Hons/BA Hons</td>
</tr>
<tr>
<td>All Final Award titles (Qualification and Subject)</td>
<td>BSc Hons/BA Hons &lt;Major&gt; with &lt;Minor&gt;¹, ²</td>
</tr>
<tr>
<td></td>
<td>BSc Hons/BA Hons &lt;Joint&gt; and &lt;Joint&gt;¹, ³</td>
</tr>
<tr>
<td>FHEQ level of award</td>
<td>6</td>
</tr>
<tr>
<td>UCAS code(s)</td>
<td>Various, see list below</td>
</tr>
<tr>
<td>Language of Delivery</td>
<td>English</td>
</tr>
</tbody>
</table>

**Business**

<table>
<thead>
<tr>
<th>Combined with one of the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
</tr>
<tr>
<td>German</td>
</tr>
<tr>
<td>History</td>
</tr>
<tr>
<td>Japanese</td>
</tr>
<tr>
<td>Journalism &amp; Media Cultures</td>
</tr>
<tr>
<td>Mandarin</td>
</tr>
<tr>
<td>Psychology</td>
</tr>
<tr>
<td>Spanish</td>
</tr>
</tbody>
</table>

**Computing**

<table>
<thead>
<tr>
<th>Combined with one of the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
</tr>
<tr>
<td>Human Geography</td>
</tr>
<tr>
<td>Philosophy</td>
</tr>
<tr>
<td>Sports Studies</td>
</tr>
</tbody>
</table>

**Economics**

<table>
<thead>
<tr>
<th>Combined with one of the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
</tr>
<tr>
<td>Human Geography</td>
</tr>
</tbody>
</table>
Philosophy L1V5
Sports Studies L1C6
Mathematics G1L1

History
combined with one of the following:
Business N1V1
Human Geography V1L7
Law V1M1

Human Geography
combined with one of the following:
Computing G4L7
Economics L1L7
History V1L7
Sports Studies L7C6

Journalism & Media Cultures
combined with one of the following:
Law P5M1
Sports Studies P5C6

Languages – European
(French, German and Spanish)
Combined with one of the following:
Business NR19
Law MR19
Mathematics GR19
Sports Studies CR69

Languages – Eastern
(Japanese and Mandarin)
Combined with one of the following:
Business NT19
Law MR19
Mathematics GR19
Sports Studies CR19

Law
Combined with one of the following:
Business M1N1
Computing M1G4
Economics M1L1
French MR19
German MR19
History V1M1
Japanese MT19
Mandarin MT19
Philosophy M1V5
Psychology M1C8
Spanish MR19
Journalism & Media Cultures P5M1

Mathematics
combined with one of the following:
Business G1N1
Computing G1G4
Economics G1L1
French G1R1
German GR19
Japanese GT19
Mandarin GT19
Journalism & Media Cultures G1P5
Philosophy G1V5
Psychology G1C8
Spanish G1R4

Philosophy
combined with one of the following:
Computing G4V5
Economics L1V5
Law M1V5
Mathematics G1V5
Sports Studies V5C6
Psychology C8V5

Psychology
Combined with one of the following:
Business N1C8
Law M1C8
Mathematics G1C8
Philosophy V5C8
Sports Studies C6C8

Sports Studies
combined with one of the following:
Business C6N1
French CR69
German CR69
Human Geography L7C6
Japanese CT69
Mandarin CT69
Philosophy C6V5
Psychology C6C8
Spanish CR69

Additional Information:
Recruitment to Italian has ceased from September 2016. Human Biology is also not available for new students from 2017 entry onwards.

A. Programme Rationale
The Programme, which has been offered for many years, is well established and mature. It provides a defined and flexible framework for students to study from a range of disciplines in Major, Joint and Minor combinations. The Programme allows students to plan a study route by choosing two fields which reflect their developing interests and aspirations. It also enables students to acquire a much broader knowledge base and pursue a depth of study that can widen career options. Graduates are therefore well equipped for a variety of careers as well as further study at postgraduate level.

In accordance with both governmental and institutional aspirations, the development of graduate attributes pertaining to employability is an essential consideration in this programme. This is in recognition of both the increasing numbers of competing graduates as a result of widening participation initiatives, and the need to promote socioeconomic wellbeing via improved national vocational standards. Employability and graduate attributes have been key concerns throughout the conceptualisation, design, development, and implementation of the programme.
B. Educational Aims of the Programme

The programme has been devised in accordance with the University's graduate attributes of programmes of study as set out in UPR TL03. The framework aims to provide a modular structure for the following subjects fields, each with its own field programme specification:

- **Business** Major, Joint & Minor
- **Computing** Major, Joint & Minor
- **Economics** Major, Joint & Minor
- **French** Joint & Minor
- **German** Joint & Minor
- **History** Major, Joint & Minor
- **Human Geography** Major, Joint & Minor
- **Japanese** Joint & Minor
- **Journalism & Media Cultures** Major, Joint & Minor
- **Law** Major, Joint & Minor
- **Mandarin** Joint & Minor
- **Mathematics** Major, Joint & Minor
- **Philosophy** Major, Joint & Minor
- **Psychology** Joint & Minor
- **Spanish** Joint & Minor
- **Sports Studies** Major, Joint & Minor

* Joint only at level 4; Minor at levels 5 and 6
** Offered as a Major at level 6; Joint and Minor at levels 4 and 5

Additionally this programme aims to provide:

- a structured but flexible programme for the study of a number of disciplines, offering students choice of subjects and modes of study;
- the possibility of studying a range of fields as Major, Joint or Minor studies;
- a portfolio of awards which reflect defined programmes of study;
- subsequent postgraduate study in the field (normally if major or joint);
- study that equips the student for graduate level employability, including employment related to the field or, where appropriate, professional practice;
- students with knowledge and understanding of a substantial and coherent set of modules in the field, linked to another field;
- a coherent study of an area sufficient to give understanding of an experience in applying the principles and modes of thought in that area
- a supportive academic and pastoral framework for students on the programme;
- the opportunity to study in a University in Europe, North or South America, Australia, or Asia.

C. Intended Learning Outcomes

The Programme learning outcomes for individual graduates are described in associated field specifications. The programme provides opportunities for students to develop and demonstrate knowledge and understanding, skills and other attributes in the following areas. The programme outcomes are referenced to the QAA benchmark statements for each of the Fields as specified in section B (please refer to the Field programme specification for details) and the Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (2014) and relate to the typical student. Additionally, the SEEC Credit Level Descriptors for Further and Higher Education (2016) have been used as a guiding framework for curriculum design.

The Programme provides opportunities for students to develop some, or all, of the following graduate skills.
Bachelor’s degrees with honours are awarded to students who have demonstrated:

- a systematic understanding of key aspects of their field of study, including acquisition of coherent and detailed knowledge, at least some of which is at, or informed by, the forefront of defined aspects of a discipline;
- an ability to deploy accurately established techniques of analysis and enquiry within a discipline;
- conceptual understanding that enables the student:
  - to devise and sustain arguments, and/or to solve problems, using ideas and techniques, some of which are at the forefront of a discipline;
  - to describe and comment upon particular aspects of current research, or equivalent advanced scholarship, in the discipline;
- an appreciation of the uncertainty, ambiguity and limits of knowledge;
- the ability to manage their own learning, and to make use of scholarly reviews and primary sources (for example, refereed research articles and/or original materials appropriate to the discipline).

Typically, holders of the qualification will be able to:

- apply the methods and techniques that they have learned to review, consolidate, extend and apply their knowledge and understanding, and to initiate and carry out projects;
- critically evaluate arguments, assumptions, abstract concepts and data (that may be incomplete), to make judgements, and to frame appropriate questions to achieve a solution - or identify a range of solutions - to a problem;
- communicate information, ideas, problems and solutions to both specialist and non-specialist audiences.

And holders will have:

- the qualities and transferable skills necessary for employment requiring:
  - the exercise of initiative and personal responsibility;
  - decision-making in complex and unpredictable contexts;
  - the learning ability needed to undertake appropriate further training of a professional or equivalent nature.

Holders of a bachelor’s degree with honours will have developed an understanding of a complex body of knowledge, some of it at the current boundaries of an academic discipline. Through this, the holder will have developed analytical techniques and problem-solving skills that can be applied in many types of employment. The holder of such a qualification will be able to evaluate evidence, arguments and assumptions, to reach sound judgements and to communicate them effectively.

Holders of a bachelor’s degree with honours should have the qualities needed for employment in situations requiring the exercise of personal responsibility, and decision-making in complex and unpredictable circumstances.

Specific learning outcomes relating to Knowledge and Understanding, Intellectual Skills, Practical Skills, and Transferable Skills are embedded within the programmes of study offered by each subject field, and are identified in the programme specification at field level.

D. Programme Structures, Features, Levels, Modules, and Credits

The programme is offered full-time (3 years), sandwich or with a year abroad (4 years) and part-time (normally 5 years). It leads to the awards as described in Section 1.

Entry is normally at level 4 (with suitable A-level or equivalent qualifications) but it is possible to enter at levels 5 and 6 with suitable accredited prior certified learning. Intake is normally semester A (September).
Professional and Statutory Regulatory Bodies
To gain exemption from the academic stage of training for the purposes of the SRA and Bar Standards Board, only students following the major BA (Hons) Law with <minor> pathway would be eligible. Modules specified in the Law Programme Specification must be passed.

Work-Based Learning, including Sandwich Programmes
An award in the sandwich mode requires the successful completion of at least 36 weeks of approved, supervised work experience is undertaken in addition to the period of academic study required for the full-time award.

Sandwich years are provided by several of the fields areas, and this provision is covered in the Field Programme Specification.

Erasmus Exchange programme
n/a

Programme Structure
The programme structure and progression information below (Table 1a and 1b) is provided for the Honours award. Any interim awards are identified in Table 1b. The Field/Programme Learning Outcomes are developed and assessed through the constituent modules, as identified within the Field/Programme Specifications listed in Section B, above.

Table 1a Outline Programme Structure

<table>
<thead>
<tr>
<th>Level 4 Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two fields (as available) are combined equally such that 60 credits of each are studied during the year.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 5 Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>At level 5 students may continue to study 60 credits in each of their two fields (Joint mode) or, subject to provision by the field, they may increase their studies in one field to 90 credits and reduce their studies in the other field to 30 credits (Major/Minor mode). Module choice depends on availability and fulfillment of pre-requisite conditions as set by the individual fields. In addition, students must study the 5HUM1069 Graduate and Employability Skills module (unless identified as exempt, as detailed in section 2, programme specific assessment regulations). Failure in this module would not prevent progression, providing the normal progression rules (specified on page 10) had been met, but would result in a grade of FREN (Fail, Re-enrol). Should a student fail the module at the second attempt, a fail would show on his/her transcript.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Compulsory Module</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module Title</td>
</tr>
<tr>
<td>Module Code</td>
</tr>
<tr>
<td>Credit Points</td>
</tr>
<tr>
<td>Language of Delivery</td>
</tr>
<tr>
<td>% Examination</td>
</tr>
<tr>
<td>% Coursework</td>
</tr>
<tr>
<td>% Percentage Practical</td>
</tr>
<tr>
<td>Semesters</td>
</tr>
</tbody>
</table>

| Graduate & Employability Skills |
| 5HUM1069 |
| 0 |
| English |
| 0 |
| 100 |
| 0 |
| AB |

<table>
<thead>
<tr>
<th>Level 6 Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>At level 6 students may continue to study the same proportion of credits in each of their two fields as at level 5 or may change to Joint mode from Major/Minor mode or to Major/Minor mode from Joint mode, depending</td>
</tr>
</tbody>
</table>
on availability and fulfillment of pre-requisite conditions. In addition, students may choose to further develop their graduate skills by studying 6HUM1100 Graduate and Employability Skills module which builds on the content of 5HUM1069.

**Level 6:**

<table>
<thead>
<tr>
<th>Optional Module</th>
<th>Module Title</th>
<th>Module Code</th>
<th>Credit Points</th>
<th>Language of Delivery</th>
<th>% Examination</th>
<th>% Coursework</th>
<th>% Percentage Practical</th>
<th>Semesters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate &amp; Employability Skills</td>
<td>6HUM1100</td>
<td>0</td>
<td>English</td>
<td>0</td>
<td>100</td>
<td>0</td>
<td>AB</td>
<td></td>
</tr>
</tbody>
</table>

Please refer to page 10 for progression diagram.

**Sandwich Years and Years Abroad**

Students may optionally undertake a Sandwich Year or Year Abroad after successfully completing their level 5 studies at honours level. The placement year and year abroad offer an additional optional year (0 credited) which increases the length of the Honours degree award to a four year full-time degree. Successful completion of the placement year or year abroad is reflected in the degree title.

All sandwich year options would need to be discussed with the Programme Leader at level 5.

This mode leads to a University award where the word “sandwich” appears on the award certificate.

**Fields offering a Sandwich Placement**

A sandwich placement year is not available in all fields and so the availability of a sandwich placement year will depend upon the availability of the procedures in the relevant fields.

**Progression to the Sandwich Year**

Students must normally satisfactorily complete all requirements for progression to the level 6 honours programme and have completed the appropriate placement induction programme (arranged by the School responsible for the field). The placement must be arranged and approved by the relevant Field Placement Tutor before the student is permitted to progress to the sandwich year.

**Completion of the Sandwich Placement and Progression to Level 6**

Placements will normally be for a minimum of 36 weeks (including employers and statutory holidays). This will normally be in one establishment but may occasionally be split into two consecutive half-yearly placements in different establishments. Assessment of the placement year will be considered at a meeting of the appropriate Module Board of Examiners, as determined by the School offering the placement.

Students deemed to have failed or withdrawn from the sandwich year will normally be required to complete satisfactorily a further 36 weeks of work experience (or a proportion of this period depending on circumstances) at the discretion of the Board of Examiners. Alternatively, providing appropriate level 5 requirements have been met, the Programme Board of Examiners for the Joint Honours Programme may allow the student to continue to level 6 to study for a full-time award.

**Assessment**

Satisfactory completion of the sandwich placement is mandatory for a sandwich award; however the assessment has a credit point rating of zero and will not contribute to the honours classification. Assessment will take into account initiative and effort and will include a substantial written report.

**Year Abroad**

The year abroad comprises an agreed programme of study in the third year of a partner institution in Europe.
A student's programme of study will be negotiated and approved by the Dean of School (or nominee) in consultation with appropriate others and the host University. The programme provided by the host institution may comprise taught modules, a research project, field studies, or a mixture of these components. Prior to the commencement of the year abroad, the student and Study Abroad Tutors from UH and the host institution will agree a learning contract. The learning contract will specify the assessment requirements to be met for successful completion of the programme of study. A Module Board of Examiners will consider the results for the year abroad during the first semester of the following academic year. All assessments must be completed by the end of the year abroad, and no subsequent referrals will be permitted. Students who have varied their programme of study without agreement from UH or have failed to meet the requirements of the learning contract will not have their year abroad studies included in the degree title.

A student must confirm the intention to study abroad during the first ten weeks of study at Level 5. This will enable a place to be negotiated at a host institution and the Study Programme and learning contract to be arranged and agreed. Only a limited number of places exist. These will be awarded on the basis of the suitability of students and guided by choice on the most appropriate programme and host institution.

To be eligible to proceed to a year abroad, a student must, by the time of the Semester B Module Boards of Examiners, have achieved at least 210 credits overall, including at least 90 credits at Level 5. Success in the year abroad will be recognised in the title of the award but does not carry additional credit towards the Honours programme.

For the year abroad in Europe where study will be undertaken in a foreign language students must meet the host University's language requirements.
Outline Programme Structure

Mode of study Full-time

Entry point Semester A (September)

Level 4

- Field 1 (60 credits)
- Field 2 (60 credits)

Level 5

- Joint (60 credits)
- Joint (60 credits)
- Major (90 credits)
- Minor (30 credits)

Optional Year

Optional Sandwich Year

OR

Optional Year Abroad

Level 6

- Joint (60 credits)
- Joint (60 credits)
- Major (90 credits)
- Minor (30 credits)
Progression on Full-time routes

Progressing from level 4:
*Subject to individual field/module constraints*

<table>
<thead>
<tr>
<th>Credits passed</th>
<th>Progression</th>
</tr>
</thead>
<tbody>
<tr>
<td>120</td>
<td>Progress to level 5</td>
</tr>
<tr>
<td>75 to 105</td>
<td>Progress to level 5 with credit deficit</td>
</tr>
<tr>
<td>45 to 60</td>
<td>Withdraw from the programme with Exit award or repeat level 4 (even with 60 credits in one field)</td>
</tr>
<tr>
<td>0 to 30</td>
<td>Withdraw from the programme or repeat level 4</td>
</tr>
</tbody>
</table>

Repeating students

<table>
<thead>
<tr>
<th>Credits passed</th>
<th>Progression</th>
</tr>
</thead>
<tbody>
<tr>
<td>120</td>
<td>Progress to level 5</td>
</tr>
<tr>
<td>75 to 105</td>
<td>Progress to level 5 with credit deficit</td>
</tr>
<tr>
<td>45 to 60</td>
<td>Withdraw from the programme with exit award (even with 60 credits in one field)</td>
</tr>
<tr>
<td>0 to 30</td>
<td>Withdraw from the programme</td>
</tr>
</tbody>
</table>

Progressing from level 5:
*Subject to individual field/module constraints*

<table>
<thead>
<tr>
<th>Credits passed</th>
<th>Progression</th>
</tr>
</thead>
<tbody>
<tr>
<td>240</td>
<td>Progress to Final Year (Honours)/Sandwich Placement/Year Abroad</td>
</tr>
<tr>
<td>195 to 225</td>
<td>Progress to Final Year (Honours)/Sandwich Placement/Year Abroad, carrying failure</td>
</tr>
<tr>
<td>180</td>
<td>Progress to Final Year (non-Honours), constrained to taking 105 credits at levels 5/6 (subject to timetabling constraints)</td>
</tr>
<tr>
<td>165 or less</td>
<td>Repeat the year or take Exit Award (even with full credits in one field)</td>
</tr>
</tbody>
</table>

Repeating students

<table>
<thead>
<tr>
<th>Credits passed</th>
<th>Progression</th>
</tr>
</thead>
<tbody>
<tr>
<td>165 or less</td>
<td>Withdraw from the programme with Exit Award</td>
</tr>
</tbody>
</table>

Progressing from level 6 non-Honours route:
*Subject to individual field/module constraints*

<table>
<thead>
<tr>
<th>Credits passed</th>
<th>Progression</th>
</tr>
</thead>
<tbody>
<tr>
<td>300 (60+ at L6)</td>
<td>Graduate with non-Honours degree (see section 2, programme specific assessment regulations) or progress to Honours route</td>
</tr>
<tr>
<td>240 to 285</td>
<td>Progress to Honours route or take Exit Award</td>
</tr>
<tr>
<td>225 or less</td>
<td>Withdraw from the programme with Exit Award (even with full credits in one field)</td>
</tr>
</tbody>
</table>

- Progression to level 5 requires a minimum of 75 credit points and passes in essential pre-requisites as described in the relevant Field Programme Specifications.
- Progression to level 6 normally requires a minimum of 195 credit points (including at least 75 credit points at level 5) and passes in essential pre-requisites as described in the relevant Field Programme Specifications.
- Students who have achieved 180 credits may be permitted to progress to level 6 on a non-honours
route.

- In addition, students are only permitted to repeat a year of their degree once (see Section 2, Programme–specific assessment regulations)

- The award of an honours degree requires 360 credit points passed with a minimum of at least 120 passed at level 6 and a further 120 credit points passed at level 5 or above.

**Mode of study** Part-time

Part-time study is available on the University Joint Honours programme, through individual consultation with the Programme Leader.

**Honours classification**

The University has approved structure and assessment regulations common to all programmes. Full details are provided in UPR AS14, Section D.

**Table 1b Final and interim awards available**

The programme provides the following final and interim awards:

<table>
<thead>
<tr>
<th>Final Award</th>
<th>Award Title</th>
<th>Minimum requirements</th>
<th>Available at end of Level</th>
<th>Programme Learning Outcomes developed (see above)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA/BSc (Hons)</td>
<td>See appendix 1</td>
<td>360 credit points including 240 at level 6/5 of which 120 must be at level 6</td>
<td>6</td>
<td>A subset of the learning outcomes of the two Fields, depending on the student’s individual module choices (see Table 2 in the relevant Field Specifications)</td>
</tr>
<tr>
<td>BA/BSc (Hons) with/and a Year Abroad/Sandwich</td>
<td>See appendix 1</td>
<td>360 credit points including 240 at level 6/5 of which 120 must be at level 6</td>
<td>6</td>
<td>A subset of the learning outcomes of the two Fields, depending on the student’s individual module choices (see Table 2 in the relevant Field Specifications)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Interim Award</th>
<th>Award Title</th>
<th>Minimum requirements</th>
<th>Available at end of Level</th>
<th>Programme Learning Outcomes developed (see above)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma of Higher Education</td>
<td>240 credit points including at least 120 at level 5</td>
<td>5, 6</td>
<td>See UPR AS11, section 13: <a href="http://sitem.herts.ac.uk/secreg/upr/AS11.htm">http://sitem.herts.ac.uk/secreg/upr/AS11.htm</a></td>
<td></td>
</tr>
<tr>
<td>BSc/BA</td>
<td>See appendix 1</td>
<td>300 credit points including 180 at level 6/5 of which 60 must be at level 6</td>
<td>6</td>
<td>A subset of the learning outcomes of the two Fields, depending on the student’s individual module choices (see Table 2 in the relevant Field Specifications)</td>
</tr>
</tbody>
</table>
Programme-specific assessment regulations

The programme complies with the University's academic regulations (in particular, UPR AS11, UPR AS12/UPR AS13 (delete as applicable) and UPR AS14) with the exception of those listed below, which have been approved by the University:

Further programme-specific regulations (requiring School-level approval) are given below:

- For students studying Law, an award of a Qualifying Law Degree will be subject to the regulations for the completion of academic stage of training (www.sra.org.uk refers). Students should particularly note the regulations concerning the time scale for completion of the academic stage of legal training.
- Progression from one level to the next depends on meeting the pre-requisite requirements of specific chosen modules (details in individual Field Programme Specifications).
- Attendance requirements are specified at field level.
- A student can only repeat a year of their degree once.
- Where a student is studying field-based modules that are deemed to address similar aims to those of the JH level 5 Graduate and Employability Skills module, that student will be exempt from this module and no fail grade would be recorded on his/her transcript through not taking and passing this module. Such exemption will be applied to students who choose to study a major at level 5 in one of the following fields: Business, Economics and Sports Studies.
- A student must have achieved credits in both of his/her fields at level 6 in order to be offered a non-honours degree (in other words, if a student only attains the minimum 60 credits at level 6 required for this award, these cannot all be from just one field or a Diploma of Higher Education would instead be offered).

E. Management of Programme & Support for student learning.

Management

The programme is managed and administered through:

- A Dean of School who has overall responsibility for all programmes in the School
- An Associate Dean of School (Academic Quality Assurance) who has overall responsibility for academic quality, assurance and enhancement with and on behalf of the Dean of School
- The Joint Honours Programme Tutor who is responsible for the day-to-day management of the programme and who can also advise students on the Modular Framework as a whole
- Three Deputy Programme Tutors who support the work of the Programme Tutor and have specific responsibilities to support student year cohorts.
- Field Tutors for each field of study.
- Admissions Tutors, with specific responsibility for selection
- A designated Joint Honours Student Administrator to deal with day-to-day administration associated with the courses and modules within the Programme
- The programme committee which has a membership which includes all of the above plus an Information Manager, School Student Representative Officer (SSRO) and student representatives
- Module Leaders who are responsible for individual modules
Support

At university level, students are supported by:

- Attractive modern study environments in two Learning Resource Centres, incorporating libraries and computer centres
- StudyNet, a versatile on-line interactive intranet and learning environment
- Guided student-centred learning through the use of StudyNet
- Access to extensive digital and print collections of information resources
- A Student Centre which provides advice on issues such as Finance, University regulations, visa applications, legal matters, accommodation, international student support etc.
- The Office of Dean of Students, incorporating Chaplaincy, Counseling and nursery
- A Mathematics Drop-in Centre
- Overseas Orientation
- A Medical Centre
- University Disability Advisors
- An Equal Opportunities Officer
- The Students’ Union
- A Careers and Placement Service for all current students and graduates

At School level, students are further supported by:

- The Programme Team, based in the School of Humanities and in particular by a Programme Tutor.
- Deputy Programme Tutors to provide academic and pastoral support (allocated to a cohort level).
- Field Tutors in each of the fields to provide subject academic guidance
- A designated Student Administrator (also based in the School of Humanities)
- A Tutor for Employability
- Scheduled weekly Student Drop-In hours for academic staff for student support and guidance
- Designated Programme Administrators to deal with day-to-day administration associated with the modules within the Programme
- Module Leaders who are responsible for individual modules
- Student Representatives on the Programme Committee
- A School Student Representative Officer (SSRO)
- An induction programme at the beginning of each new academic session
- An Academic Skills Tutor

F. Other sources of information

In addition to this Programme Specification, the University publishes guidance to registered students on the programme and its constituent modules:

- A Programme (or Student) Handbook;
- A Definitive Module Document (DMD) for each constituent module;
- A Module Guide for each constituent module.

The A-Z of the University of Hertfordshire is an introduction to the academic, social, cultural and sporting services and opportunities available at the University of Hertfordshire, and includes the Student Charter and Student Code of Conduct.

As a condition of registration, all students of the University of Hertfordshire are required to comply with the University’s rules, regulations and procedures. These are published in a series of documents called ‘University Policies and Regulations’ (UPRs). The University requires that all students consult these documents which are available on-line, on the UPR web site, at: http://www.herts.ac.uk/secreg/upr/. In particular, UPR SA07 ‘Regulations and Advice for Students’ Particular Attention - Index’ provides information on the UPRs that contain the academic regulations of particular relevance for undergraduate and taught postgraduate students.
The UK Quality Assurance Agency for Higher Education (QAA) has confirmed the quality and standards of provision at the University of Hertfordshire. A key part of QAA’s role is to review and report on how universities maintain their academic standards and quality, to inform students and the wider public. The team of QAA reviewers visited the University of Hertfordshire in 2015/16 and judged that its academic standards, the quality and enhancement of its students’ learning experience, and the quality of information about this learning experience all meet UK expectations. In other words, the University meets national requirements for standards and quality. The QAA’s report can be accessed at: http://www.qaa.ac.uk/reviews-and-reports/provider?UKPRN=10007147#.V-KHajXy0nE

G. Entry requirements

The normal entry requirements for the programme are:

260 to 280 UCAS points depending on field. The new tariff is 104-112 UCAS points. All courses require GCSE Mathematics and English Language at grade C (grade 4 from 2017) or above (or equivalent). Where two fields have different tariff points the higher will be required.

In addition, the fields listed below have special entry requirements:

Languages (French, German, Japanese, Mandarin or Spanish) –
Beginners: no special entry requirements
Intermediate: Grade C (grade 4 from 2017) or above at GCSE level or equivalent or a grade D or E at AS level in specified language
Advanced: A Level, or equivalent or an AS Level grade A-C in specified language

Mathematics – A Level Mathematics at Grade C or above under the new tariff this is 32 points.

Psychology – 112 UCAS points (new UCAS tariff points)
112 points, with 72 points from 2 ‘A’ levels (Science subjects preferred).
BTEC Extended Diploma (QCF) at DMM (Science based BTECs preferred)
IB - 112 points with a minimum of 2 HL subject at grade 4 or above (science subjects preferred) (with the remaining points to come from a combination of HL, SL and Core)
GCSE Maths and English Language at grade 4 (Grade C or above under the old grading structure).

All International students are required to demonstrate an English Language capability of IELTS 6 [or TOEFL 550 (79 IBT)] for all subjects except combinations with Philosophy/ELC/Journalism & Media Cultures which require IELTS 6.5 [or TOEFL 580 (92 IBT)]

The programme is subject to the University’s Principles, Policies and Regulations for the Admission of Students to Undergraduate and Taught Postgraduate Programmes (in UPR SA03), along with associated procedures. These will take account of University policy and guidelines for assessing accredited prior certificated learning (APCL) and accredited prior experiential learning (APEL).

If you would like this information in an alternative format please contact:
Andy Penn, School Administration Manager, A.Penn@herts.ac.uk

If you wish to receive a copy of the latest Programme Annual Monitoring and Evaluation Report (AMER) and/or the External Examiner’s Report for the programme, please email a request to aqo@herts.ac.uk
Section 2

Programme management

Relevant QAA subject benchmarking statements

Various dependent on field combination

Type of programme

Undergraduate

Date of validation/last periodic review

April 17

Date of production/ last revision of PS

March 2016

Relevant to level/cohort

All students entering September 2017

Administrative School

School of Humanities

Table 3 Course structure

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course description</th>
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<td>APJH</td>
<td>Joint Honours Programme</td>
<td>Business N100, Computing G400, Eastern Languages T900, Economics L100, European Languages R900, History V100, Human Geography C700, Journalism &amp; Media Cultures P500/P300, Law M100, Maths G100, Philosophy V500, Psychology C800, Sports Studies C600.</td>
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Course Instances

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<th>Stream</th>
<th>Instances Year</th>
<th>Location</th>
<th>Mode of study</th>
</tr>
</thead>
</table>

Copy of Course Instance Details - Choose Course(s) (003).xls

APJH Course and Course Instance Codes 2017_18.docx
Appendix 1

Titles on the Joint Honours Programme

Each of the titles below may be awarded as:

- Honours
- Unclassified (as an interim award)
- Sandwich
- With a Year Abroad

Following principles outlined below to determine whether the award would be a Bachelor of Arts or a Bachelor of Science

General Principles for deciding awards and titles:

X Major/Y Minor combinations

The title would be X with Y

The award (BA/BSc) would be that given by the Major Field

X Joint/Y Joint combinations

The title would be X and Y (in alphabetical order)

The award would be

- BA (Hons) if both X and Y fields offered BA
- BSc (Hons) if both X and Y fields offered BSc
- BSc (Hons) if one field offered BA and one offered BSc

Fields that offer BA

Business
Economics
French
German
History
Italian
Japanese
Journalism & Media Cultures
Law
Mandarin
Philosophy
Spanish

Fields that offer BSc:

Computing
Human Geography
Mathematics
Psychology
Sports Studies

Use of ‘and’ and the ampersand (‘&’)

To avoid the use of ‘and’ twice in the same title, the ampersand should be used where two subjects are combined to make one field:

- ‘X and Yi & Yi’ (e.g. Business and Journalism & Media Cultures)
- ‘Xi & Xii and Y’ (e.g. Journalism & Media Cultures and Law)
These principles also apply to non-Honours degrees and Diplomas in Higher Education

Recognition of study abroad

Where a joint/joint combination is awarded, the title would be X and Y with a Year Abroad (where at least 2 Semesters of study has been completed).

Where a major/minor combination is awarded 'with a Year Abroad', then the title becomes 'X with Y (and a Year Abroad)', rather than ‘X with Y (with a Year Abroad)’.

These principles also apply to non-Honours degrees

For 2017:

**Major with Minor Combinations:**

Business with Computing  
Business with French  
Business with German  
Business with History  
Business with Japanese  
Business with Journalism  
Business with Law  
Business with Mandarin  
Business with Mathematics  
Business with Media Cultures  
Business with Psychology  
Business with Spanish  
Business with Sports Studies  
Computing with Business  
Computing with Human Geography  
Computing with Law  
Computing with Mathematics  
Computing with Philosophy  
Computing with Sports Studies  
Economics with Human Biology (not available from 2017 entry)  
Economics with Human Geography  
Economics with Law  
Economics with Mathematics  
Economics with Philosophy  
Economics with Sports Studies  
History with Business  
History with Human Geography  
History with Law  
Human Geography with Computing  
Human Geography with Economics  
Human Geography with History  
Human Geography with Sports Studies  
Journalism & Media Cultures with Business  
Journalism & Media Cultures with Human Biology (not available from 2017)  
Journalism & Media Cultures with Law  
Journalism & Media Cultures with Mathematics  
Journalism & Media Cultures with Sports Studies  
Law with Business
Law with Computing
Law with Economics
Law with French
Law with German
Law with History
Law with Italian
Law with Japanese
Law with Journalism
Law with Mandarin
Law with Media Cultures
Law with Philosophy
Law with Psychology
Law with Spanish

Mathematics with Business
Mathematics with Computing
Mathematics with Economics
Mathematics with French
Mathematics with German
Mathematics with Human Biology (not available from 2017)
Mathematics with Japanese
Mathematics with Journalistic
Mathematics with Mandarin
Mathematics with Media Cultures
Mathematics with Philosophy
Mathematics with Psychology
Mathematics with Spanish

Philosophy with Computing
Philosophy with Economics
Philosophy with Law
Philosophy with Mathematics
Philosophy with Psychology
Philosophy with Sports Studies

Sports Studies with Business
Sports Studies with Computing
Sports Studies with Economics
Sports Studies with French
Sports Studies with German

Sports Studies with Human Biology (not available from 2017)
Sports Studies with Human Geography
Sports Studies with Japanese
Sports Studies with Journalism
Sports Studies with Mandarin
Sports Studies with Media Cultures
Sports Studies with Philosophy
Sports Studies with Psychology
Sports Studies with Spanish

For 2017:

**Joint Award Combinations:**

Business and Computing
Business and History
Business and Journalism
Business and Journalism & Media Cultures
Business and Law
Business and Mathematics
Business and Media Cultures
Business and Psychology
Business and Sports Studies

Computing and Human Geography
Computing and Law
Computing and Mathematics
Computing and Philosophy
Computing and Sports Studies

Economics and Human Geography
Economics and Law
Economics and Mathematics
Economics and Philosophy
Economics and Sports Studies

History and Human Geography
History and Law

Human Geography and Sports Studies

Journalism and Law
Journalism and Mathematics
Journalism and Sports Studies
Journalism & Media Cultures and Law
Journalism & Media Cultures and Mathematics
Journalism & Media Cultures and Sports Studies

Law and Media Cultures
Law and Philosophy
Law and Psychology

Mathematics and Media Cultures
Mathematics and Philosophy
Mathematics and Psychology

Media Cultures and Sports Studies
Philosophy and Psychology
Philosophy and Sports Studies

Psychology and Sports Studies