

School of Creative Arts

Title of Programme: Photography

Programme Code: CTPH

Programme Specification

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

Associate Dean of School (Academic Quality Assurance):
Rob Wright

Signature



31st March 2017

Programme Specification Photography

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

Awarding Institution/Body	University of Hertfordshire
Teaching Institution	University of Hertfordshire
University/partner campuses	College Lane Campus
Programme accredited by	Not applicable
Final Qualification	BA Hons
All Final Award titles (Qualification and Subject)	Photography / (Sandwich) / with a Year Abroad
FHEQ level of award	6
UCAS code(s)	W641
Language of Delivery	English

A. Programme Rationale

The Photography programme is designed for students who want to work in the forefront of the photographic and related creative industries. We encourage you to explore and evolve your own vision, creativity, practice and professional ethos through workshops, seminars, lectures and work placements. Through a sequence of increasingly advanced practical projects, you will attain a broad and industry-relevant range of technical skills and professional knowledge grounded in the traditions of photography and by current and emerging developments in the photographic industries.

We support a range of traditional and cutting edge photographic practices, enabling you to locate yourself within the creative industries. We encourage you to be ambitious and self motivated, to understand the importance of collaboration and networking and to have a flexible approach to problem solving. We motivate you to develop independent and individual outlooks and outcomes. We also facilitate the development of your entrepreneurial strategies. We cover commercial practices, personally defined work and various areas of production, post-production, dissemination and publishing. Our teaching team of industry leading experts work with you to explore emergent trends in production and modes of consumption of photography within a contemporary visual culture in which all elements of the human experience are ultimately represented in images.

We encourage critical and creative enquiry, experimentation and risk-taking within a broad based commercial and cultural context. This includes photographic histories, theories and contemporary practice.

In level 4, you study the emergence of the contemporary photography and media world and the conditions in which they operate. In levels 5 and 6, you will develop your own unique practice and specialist personal direction within Photography and related creative industries.

You will engage with a full range of photographic processes, technologies and methodologies to develop skills based proficiency and competence in the creation and manipulation of photographic imagery. Alongside this runs the development of skills in enquiry, communication and critical thinking. You will establish an informed knowledge of the historical development and traditions of photographic practice and the legal, ethical and commercial contexts in which photographic images are created and make meaning.

Key themes of study are developed throughout the programme:

- *practical skills* in and knowledge of, photographic processes and equipment and the safe and accomplished handling of equipment and people in photographic environments such as studios and location settings;
- *enquiry* – the abilities, skills and judgements needed to find, evaluate, handle, understand and re-present information from diverse sources;
- *communication* – the abilities, skills and judgements needed to work information into visual, verbal and textual expressions for particular audiences and media forms; to communicate ideas, information and feelings clearly with due regard for formal, aesthetic, affective and technical domains; interpersonal and team working skills;
- *thinking* – the abilities and skills to grasp, understand, analyse and synthesise ideas, to invent, develop and realise new ideas and to use those skills in a range of situations and applied to new materials and process, to be a self-critical practitioner;
- *self-management* – the abilities, skills, knowledge and experiences needed to plan time and resources, to identify objectives and to prioritise tasks, to manage complexity, to work independently, to seek and make good use of advice, to work with others, to be open to new learning and to respond flexibly to changing conditions;
- *subject knowledge* – the assimilation of ideas, the gaining of facts, the broad common knowledge of the subject areas and the detailed knowledge of photography within the field, of the methods and approaches which are typical of contemporary photographic practice;
- *enterprise* – the abilities, skills and judgements needed to identify opportunities, to formulate plans and realise them, to take initiatives and personal responsibilities, to recognise the photographic worth and currency of ideas in cultural, commercial and ethical terms;
- *employability* – sector awareness and career prospects, awareness of contemporary practices and the relevance of skills, knowledge and abilities to the roles and opportunities open to people aspiring to careers in the creative and cultural industries generally and photography specifically.

The professional and industrial practice of photography includes working in teams and as individuals, contributing specialist skills in a diverse range of creative and professional roles. For example, a fashion or advertising shoot may involve specialist lighting technicians, models, make-up artists, stylist, as well as the photographer, a retoucher, or art director.

Therefore in some modules students do assignments as group work or through collaborative working which may involve students from other programmes within the School of Creative Arts as well as within the BA Photography programme.

Work-related learning is at the centre of this professional practice oriented programme. We have leading professionals in the classroom or studio working with students, defining, supervising and giving feedback on assignments. Students do work placements with professionals off campus and also work on live collaborative projects with leading outside agencies.

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](#).

Additionally this programme aims to:

- enable students to initiate, develop and realise distinctive and creative work in the field of photographic production;
- provide students with a detailed knowledge and comprehensive understanding of key production processes and professional practices relevant to photography practice including emergent technologies and current debates;

- provide the opportunity, through Critical and Cultural Studies delivered as an integral part of studio projects, for students to develop critical insight into contemporary Photography practices and debates. Students will be able to locate their own work within a wider cultural context, with a clear understanding of the cultural, aesthetic and professional forces that shape contemporary Photography, using them to reflect on their own practice;
- provide students with an understanding of the development and operation of the photography and media industry, its global scope, regulatory frameworks, business practices, markets and audiences;
- enable students to understand and situate the products of the photography and media industry in professional, global, cultural and historical contexts;
- equip students with the skills to work professionally in photography production and in associated fields and contribute creatively in a variety of roles, as part of a team and in a freelance capacity;
- develop a range of personal and entrepreneurial skills which equip students to respond to current and future career challenges;
- enable students to apply a range of research and critical skills, frame appropriate questions and draw independent conclusions;
- equip students with the skills and confidence to communicate effectively to specialist and non-specialist audiences in oral, written and audio visual forms;
- provide a preparation for further academic or professional study by equipping them with knowledge and skills to initiate and manage an independent course of study.

C. Intended Learning Outcomes

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 Media, Film and Cultural Studies, Art and Design and General Business and Management 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.

Knowledge and Understanding	Teaching and learning methods	Assessment strategy
<p>A1- key production processes and professional practices, including emergent technologies, of photography;</p> <p>A2- a representative selection of key works of photography, the historical development of particular genres, aesthetic traditions and forms within the photographic archive, including contemporary works at the forefront of the discipline;</p>	<p>Acquisition of knowledge and understanding is through a combination of lectures, demonstrations and workshop activities, seminar and symposium discussions, individual and group tutorials, peer and buddy learning activities, presentations and critiques, the carrying out and completion of study tasks and assignments of varying kinds that require enquiry, communication and the realisation of photographic work.</p>	<p>Knowledge and understanding are assessed through the content, expression and form of work presented on completion of study tasks and assignments in a variety of forms.</p> <p>These include:</p> <p>Portfolios of photographic work, evidence of visual research and exploration, written texts in a range of formats, expressed in a range of registers and intended for different audiences.</p>

<p>A3- the development and operation of the photography and related media industries, their professional requirements and constraints, global scope, regulatory frameworks, business practices, audiences and patterns of consumption.</p>	<p>Throughout, the learner is encouraged to undertake independent study both to supplement and consolidate what is being taught/learnt and to broaden their individual knowledge and understanding of the subject.</p>	
<p>Intellectual skills</p>	<p>Teaching and learning methods</p>	<p>Assessment strategy</p>
<p>B1- evaluate critically current debates about modes of representation and narrative processes at work in media and cultural texts;</p> <p>B2- critically analyse, situate and evaluate the products of the photography and media industries in historical, global and professional contexts;</p> <p>B3- consider and evaluate their own work in a reflexive manner, with reference to professional practices, conventions and current debates.</p>	<p>Intellectual skills are developed through the methods and strategies outlined in section A, above.</p> <p>Throughout, the learner is encouraged to develop intellectual skills further by independent study.</p>	<p>Intellectual skills are assessed through the methods and strategies outlined in section A, above.</p>
<p>Practical skills</p>	<p>Teaching and learning methods</p>	<p>Assessment strategy</p>
<p>C1- initiate, develop and realise sustained creative work in the fields of photographic production;</p> <p>C2- produce work showing competence in operational aspects of photography production, its technologies, systems, techniques and professional practices;</p> <p>C3- demonstrate the effective creation and manipulation of imagery in photographic production which is informed by an understanding of media forms and structures, audiences and specific communication registers.</p>	<p>Practical skills are developed through the methods and strategies outlined in section A, above.</p> <p>Practical skills taught and developed in one module are used and practiced elsewhere in the creation and realisation of artefacts for assessment. Students are expected to transfer and apply the skills and knowledge of practical processes acquired in one place, to other situations, tasks and processes.</p> <p>The learner is expected to make good use of independent study to further develop practical skills.</p>	<p>Practical skills are assessed through the methods and approaches outlined in section A, above.</p>

Transferable skills	Teaching and learning methods	Assessment strategy
<p>D1- utilise a range of research and critical evaluation skills, frame appropriate questions, formulate arguments cogently and draw independent conclusions;</p> <p>D2- present and communicate effectively to specialist and non-specialist audiences in oral, written and visual forms;</p> <p>D3- competently retrieve information from a range of sources and use digital and other technologies to present texts and images;</p> <p>D4- contribute as part of a team, in a variety of roles and negotiate and pursue goals with others;</p> <p>D5- work independently, manage time, personnel and resources effectively, by drawing on planning and organisational skills;</p> <p>D6- reflect on personal strengths and identify learning goals for continuing development;</p> <p>D7- effectively deploy a range of personal and entrepreneurial skills to meet their career aspirations.</p>	<p>Transferable skills are developed through the methods and approaches outlined in section A, above.</p> <p>Throughout, the learner is encouraged to develop transferable skills by maintaining a record of evidence and completing a personal development plan.</p>	<p>Transferable skills are assessed through the methods and approaches outlined in section A, above.</p>

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

The programme is offered in full time (3 years), sandwich or with a year study abroad (4 years) and part time (6 years) modes and leads to the following awards:

BA with Honours in Photography
 BA with Honours in Photography (Sandwich)
 BA with Honours in Photography with a Year Abroad

Entry is normally at level 4 with A-level or equivalent qualifications as detailed in section G, but is possible at subsequent levels subject to appropriate qualifications and experience. Intake is normally Semester A (September).

Professional and Statutory Regulatory Bodies

This programme is accredited by Creative SkillSet: <http://www.creativeskillset.org/>.

Work-Based Learning, including Sandwich and Year Abroad Programmes

A designated Year Abroad programme leads to a University award in Study Abroad mode and the words "with a year abroad" appear on the award certificate. The Year Abroad will provide students with the opportunity to expand, develop and apply the knowledge and skills gained at the start of their course at the School of Creative Arts (UH), within a different organisational and cultural environment in a partner academic institution. The host institution will appoint a Programme Co-ordinator who will oversee the student's programme during the Year Abroad and will liaise with the appointed UH Supervisor. Students on the Photography Programme may only undertake Study Abroad for an entire academic year and not for a single semester.

Students on the Study Abroad mode will be registered on the relevant Year Abroad Module.

Students may undertake a period of study at an approved partner institution as an **additional** year between Levels 4 and 5 (students must have achieved 120 credits in order to progress to the year abroad); or between Levels 5 and 6 (students must have achieved 240 credits in order to progress to the year abroad).

Alternatively, (in exceptional cases where the curriculum provided at another HEI is aligned to that within this programme and where this has been formally agreed by the Programme Leader), students may undertake this study period **in place of** Level 5 (Year 2) at the School of Creative Arts (UH). In this case, successful students will receive credit for 120 credits at Level 5 and their final degree classification will be calculated in line with those for a direct Level 6 entrant (i.e. Level 5 achievement/grades will not be taken in to account).

A designated sandwich programme leads to a University award in the sandwich mode and the word "(Sandwich)" appears on the award certificate. In order for the programme to lead to an award in the sandwich mode, the student must undertake a period of approved work experience of not less than 36 weeks with no possibility of exemption, normally between the end of Year 2 and the beginning of Year 4. This will usually be completed within the United Kingdom but with approval may be completed within other countries. Progress of the student's training and development is monitored through visits from University academic staff or from reports from the student. Students will be required to document this period of work in accordance with the guidelines produced by the School. Students on the sandwich programme will be registered on the Sandwich Year Module (6CTA1008).

Students who have not achieved the minimum progression requirements at the end of Level 5 may be prevented from undertaking a sandwich placement. The policy relating to progression onto the placement year from level 5 is given in the School Guidelines on Placements. Students who are on the sandwich programme but have a 'Failed' grade at any Level 4 or 5 module will not normally be allowed to register to repeat this module until they return from placement.

Other Work Experience (Short and Medium Term)

In addition to offering a full Sandwich year (as explained above and referred to in the School as a 'Long Term Work Experience'), we encourage students to participate in shorter work experiences / placements.

With agreement from the Programme Leader, a student negotiated work experience is available within this Programme in certain modules at Levels 5/6.

This means that, with prior written agreement, a student may undertake:

- a work experience in place of *an assessed component within* one of the named modules below (referred to as a 'Short Term Work Experience').

In the modules listed below, the student may integrate into their studies elements of work experience. These will be negotiated with and agreed by the module and programme tutors with a clear statement about the equivalent value and standing of the work being drawn up to guide the student and to ensure that the work is aligned with Learning Outcomes and assessment requirements of the module.

Students (and staff when considering approval) should carefully consider any potential difficulties which may arise when attempting to undertake a work experience simultaneously with their academic study (for example, Timetable constraints for other modules). In terms of exemption from academic study whilst undertaking a work placement, a time equivalent to 30 credits is normally the maximum permitted. There is a maximum of 45 credits of professional Work Experience for any student within any year of University study.

Additional advice is available in the School's Accredited Work Experience Handbook. Students will need approval of the programme leader or nominee for the work experience, to ensure that the scope and level of challenge / learning of the work submitted in reflection upon a work experience, is appropriate and as far as possible, matched in scope and level to any work being substituted.

The programme supports the student in opportunities to undertake live projects which may arise through their own endeavour and works to build such opportunities into the student's learning and assessment through negotiation of briefs and presentable outcomes. The term 'live projects' refers here to a range of activities that extends well beyond those that are primarily commercial and includes social enterprise projects undertaken in connection with community groups, arts organisations and other agencies. Where a student wishes to undertake a live project, it is a requirement that before it commences there is in place a learning contract that specifies clearly how it enables the student to fulfil the module Learning Outcomes; the materials to be submitted for assessment; the date of submission for that material; what the work means in terms of the student's attendance and workload and an appropriate strategy for supervision by a tutor. That contract has to be agreed by both the module tutor and the Programme Leader.

Normally 'live projects' and work experience are undertaken *during* level 5 and 6 studies, with the assessment submission made during the period of the module. The following modules have been identified as appropriate for 'live projects' or for integrated work experience to take place:

5MMF0081 Negotiated Photography Projects (30 credits)
6MMF0071 Professional Portfolio (30 credits)

Work-Based Learning is included in **Professional Development** (5MMF0082) as a mandatory element of the module.

Erasmus Exchange programme

Creative Arts undergraduate students are offered the opportunity to participate in the ERASMUS Exchange Programme. The School currently has reciprocal arrangements with a number of European Institutions (including Spain, Hungary, Poland, Bulgaria, Portugal, Ireland and Finland.) offering a range of subject disciplines. Students are advised to consult their programme leader for further information on the opportunities available.

Incoming ERASMUS//CATS International Students

With prior agreement from the School's CATS Tutor and Programme Leader, incoming International students on the ERASMUS or CATS Schemes may participate in this Programme by undertaking modules and gaining the associated credit, typically at Level 5. Additionally, the following four modules are available to those students seeking credit for their work submitted within a single--semester timeframe, whilst studying alongside UH/Home students registered on two-semester modules:

5CTA1213 Visual Arts Studies A (15 credits)
5CTA1214 Visual Arts Studies B (15 credits)
5CTA1215 Visual Arts Studies C (15 credits)
5CTA1216 Visual Arts Studies D (15 credits)

In such cases, an Approved Study Pattern for single-semester study will be determined at the commencement of the study period. The Study Pattern should clearly specify the format/quantity/weighting of assessments that are to be submitted at the conclusion of the study period – please see the relevant DMDs for more information.

NOTE: Visiting students wishing to study for a single semester in the School of Creative Arts may participate in the Level 5 activities within a *single* Programme only during the required semester.

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 Programme Learning Outcomes detailed above are developed and assessed through the constituent modules. Table 2 (in section 2) identifies where each learning outcome is assessed.

Table 1a Outline Programme Structure

Mode of study Full time; part time; sandwich; study abroad

Entry point Semester A

Level 4

Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Compulsory Modules							
Photography Practices	4MMF0056	30	English	0	100	0	AB
Digital Environment	4MMF0055	30	English	0	100	0	AB
Photography: Histories and Cultures (C&CS)	4CTA1064	30	English	0	100	0	AB
Experimental Projects	4CTA1185	30	English	0	100	0	AB

OPTIONAL - Year 2 - Study Year Abroad

Students may elect to take a study year abroad, as optional experience:

Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Optional Modules							
Year Abroad	5CTA0001	0	English	0	100	0	ABC

In order to achieve the 'with a Year Abroad' award students must complete Module 5CTA0001 between levels 4 and 5 of their study.

Level 5

	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Compulsory Modules							
Module Title							
Professional Development	5MMF0082	30	English	0	100	0	AB
Photography Assignments	5MMF0083	30	English	0	100	0	AB
Photography: Application and Cultures (C&CS)	5CTA1079	30	English	0	100	0	AB
Negotiated Photography Projects	5MMF0081	30	English	0	100	0	AB

Sandwich Year or Study Year Abroad (Year 3 – OPTIONAL)

Students may elect to take a sandwich placement year, or study year abroad, as optional experience.

Sandwich Year

	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Optional Modules							
Module Title							
Sandwich Year (Creative Arts)	6CTA1008	0	English	0	100	0	ABC

In order to achieve the Sandwich Award students must complete module 6CTA1008 between levels 5 and 6 of their study.

Year Abroad

	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Optional Modules							
Module Title							
Year Abroad (Creative Arts)	6CTA0001	0	English	0	100	0	ABC

In order to achieve the 'with a Year Abroad' award students must complete Module 6CTA0001 between levels 5 and 6 of their study.

Level 6 (Year 3 Full Time, Year 4 Sandwich or Study Year Abroad)

Compulsory Modules Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Professional Portfolio	6MMF0071	30	English	0	100	0	AB
Photography L6 Degree Essay / Report	6CTA1089	30	English	0	100	0	A
Enterprise and Employability in the Photographic Industries	6CTA1024	15	English	0	100	0	B
Degree Major Project	6MMF0073	30	English	0	100	0	B
Concepts and Planning	6MMF0072	15	English	0	100	0	A

Progression to levels 5 and 6 requires a minimum of 90 and 210 credits respectively and passes in all compulsory modules.

The award of an honours degree requires 360 credit points passed with a minimum of at least 120 at level 6 including the final degree project appropriate to the award title.

Table1b (below) details the minimum requirements for all awards.

FULL TIME MODE (3 years)

Semester A	YEAR 1	Semester B
Photography Practices 4MMF0056 30 credits (L4)		
Digital Environment 4MMF0055 30 credits (L4)		
Photography: Histories and Cultures (C&CS) 4CTA1064 30 credits (L4)		
Experimental Projects 4CTA1185 30 credits (L4)		
Semester A	YEAR 2	Semester B
Professional Development 5MMF0082 30 credits (L5)		
Photography Assignments 5MMF0083 30 credits (L5)		
Photography: Application and Cultures (C&CS) 5CTA1079 30 credits (L5)		
Negotiated Photography Projects 5MMF0081 30 credits (L5)		
Semester A	YEAR 3	Semester B
Professional Portfolio 6MMF0071 30 credits (L6)		
Photography L6 Degree Essay / Report 6CTA1089 30 credits (L6)	Enterprise and Employability in the Photographic Industries 6CTA1024 15 credits (L6)	
Concepts and Planning 6MMF0072 15 credits (L6)	Degree Major Project 6MMF0073 30 credits (L6)	

PART TIME STUDY ROUTE

Photography – standard part-time study structure

Semester A	YEAR 1	Semester B
Photography Practices 4MMF0056 30 credits (L4)		
Photography: Histories and Cultures (C&CS) 4CTA1064 30 credits (L4)		
Semester A	YEAR 2	Semester B
Digital Environment 4MMF0055 30 credits (L4)		
Experimental Projects 4CTA1185 30 credits (L4)		
Semester A	YEAR 3	Semester B
Photography: Application and Cultures (C&CS) 5CTA1079 30 credits (L5)		
Photography Assignments 5MMF0083 30 credits (L5)		
Semester A	YEAR 4	Semester B
Professional Development 5MMF0082 30 credits (L5)		
Negotiated Photography Projects 5MMF0081 30 credits (L5)		
Semester A	YEAR 5	Semester B
Concepts and Planning 6MMF0072 15 credits (L6)	Enterprise and Employability in the Photographic Industries 6CTA1024 15 credits (L6)	
Photography L6 Degree Essay / Report 6CTA1089 30 credits (L6)		
Semester A	YEAR 6	Semester B
	Degree Major Project 6MMF0073 30 credits (L6)	
Professional Portfolio 6MMF0071 30 credits (L6)		

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:

Final Award	Award Title	Minimum requirements	Available at end of Level	Programme Learning Outcomes developed (see above)
BA (Hons)	Photography Photography (Sandwich) Photography with a Year Abroad	360 credit points including 240 at level 6/5 of which 120 must be at level 6	6	All programme learning outcomes (see Table 2)

Interim Award	Award Title	Minimum requirements	Available at end of Level	Programme Learning Outcomes developed (see above)
University Certificate		45 credit points at level 4	4	See UPR AS11, section 13: http://sitem.herts.ac.uk/segreg/upr/AS11.htm
Certificate of Higher Education		120 credit points at level 4	4, 5	See UPR AS11, section 13: http://sitem.herts.ac.uk/segreg/upr/AS11.htm
Diploma of Higher Education	Photography	240 credit points including at least 120 at level 5	5, 6	A1, A2, A3 B1, B2 C1, C2 D1, D2, D3, D6, D7
BA	Photography Photography (Sandwich) Photography with a Year Abroad	300 credit points including 180 at level 6/5 of which 60 must be at level 6	6	All programme learning outcomes (see Table 2)

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:

- Module 6CTA1089 Photography L6 Degree Essay / Report **cannot** be substituted with equivalent credits from any level to improve the degree classification.

Course Code	Course Instance	Award Title	Modules (child instance codes and Title)	Must be included in Award degree algorithm
CTPH	PHO3F/PHO4S/PHO5P	BA (Hons) Photography	6CTA1089 Photography L6 Degree Essay / Report	Yes

Further points of clarification and interpretation relevant to this specific programme are given below:

- Students are expected to commit to all elements of their programme of study, be punctual in their attendance and meet deadlines. Persistent, unexplained absence or late arrival / departure from lectures, seminars and practicals is not acceptable. Attendance requirements will normally be highlighted within the relevant DMD (Definitive Module Document) or other assessment documentation (module guide or assignment brief). Lack of attendance may inhibit the student's ability to meet the learning outcomes of such modules leading to reduced or fail grades through poor performance.

Students transferring between UH and Franchise Partners:

In instances where a student has transferred between the UH and a Franchised version of *this* programme (or vice versa), final degree classification will be determined using the standard UH methodology (i.e. L5 performance will count towards classification, in addition to L6) irrespective of the location of the final year of study.

The programme operates a University-wide policy for treatment of serious adverse circumstances and students receive details in the Student Handbook.

Other information relevant to the programme

- **Copyright:** Students retain the Intellectual Property Rights, including copyright, in their films, images and other artefacts. Unless specifically notified by the student, the student grants the University the right to use any of their material for non-commercial academic use including the promotion of the Programme, School of Creative Arts and the University. The student may withdraw this consent at any time by contacting their programme leader or the School Admin. Office.

E. Management of Programme & Support for student learning.

Management

The programme is managed and administered through:

- Dean of School.
- Associate Dean of School (AQA) who has delegated responsibility for programmes in the School of Creative Arts.
- Academic Subject Group Leader with an overview of the programme.
- A Programme Leader who is responsible for the day to day management and who can advise students on the programme as a whole.
- Module Tutors who are responsible for individual modules.
- A School Admissions Tutor with specific responsibility for open days and selection.
- A designated Administrator to deal with day to day administration associated with the programme.
- A programme committee, the membership of which includes the programme administrator, academic group leader, programme leader, all teaching staff, student representatives, a technical officer and the Information Hertfordshire Manager.

Support

Students are supported by:

- The Creative Arts Toolkit <http://catoolkit.herts.ac.uk>
- Orientation for overseas students.
- An induction at the beginning of each new academic session.
- Academic Subject Group Leader to oversee and advise on programme related issues.
- Programme Leader/Year Tutor to help students understand the course/programme structure.
- Tutors to provide academic and pastoral support.
- Staff surgery hours.
- Technical Officer support.
- A designated student administrator to deal with student enquiries.
- Student representatives on Programme Committees.
- On-site shop for materials; Loan Stores for camera and other equipment.
- Academic English support.
- International Students support.
- StudyNet, a versatile on-line inter-active intranet and learning environment.
- Guided student-centred learning on StudyNet module sites.
- Attractive modern study environments in two Learning Resources Centres.
- Access to extensive digital and print collections of information resources.
- A substantial Student Centre, providing advice on issues such as finance, University regulations, legal matters, accommodation, international student support, etc.
- Office of Dean of students, incorporating Chaplaincy, Counselling and Nursery.
- Medical Centre and Pharmacy.
- University Disability Advisors.
- An Equal Opportunities Officer.
- The Careers, Employment and Enterprise service for all current students and graduates.
- The Students' Union.

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:

- 96 UCAS points.
- GCSE Maths and English Language at grade 4 or above.
- IB - 96 points from a minimum of 2 HL subjects at H4 or above (with the remaining points to come from a combination of HL, SL and Core).
- Subject to portfolio interview.

Selection is based on a portfolio interview, after which students may be required to complete a Foundation Year or Foundation Diploma before progressing to the degree course.

Applications will be considered on an individual basis and are particularly welcomed from students with non-standard qualifications, or from a variety of backgrounds. Access course students without GCSEs are not required to take these qualifications in addition to their Access award, but must ensure that any required subjects are fully met within their Access course.

Additionally, applications are welcomed from students who are completing Advanced level qualifications in relevant subject areas. On successful admission, such applicants will be supported through specific address to essential visualisation and research methods common to degree level Art and Design study.

Applicants will be evaluated against the following criteria:

- a) Academic attainment within general education at GCSE, A and VA Level GCE (12 unit award).
- b) Satisfactory academic reference.
- c) Personal statement or letter of application.
- d) Alternative or additional experience within art and design or appropriate subject areas.

In addition to fulfilling the general entry requirements of the University, applicants will normally be expected to provide evidence of previous study within art and design through a visual portfolio which demonstrates a range of art and design experience and evidence of study and commitment appropriate to the chosen subject area for degree study such as:

- a portfolio of work demonstrating a broad-based approach to visual language and media handling;
- visual communications and problem-solving skills;
- an open-minded and questioning attitude to ideas and issues;
- a desire to engage in contextual debate in relation to fine art practice;
- written and verbal communication skills;
- an awareness of marketing and its relation to the discipline of study.

Portfolio inspection may be accompanied by personal interview.

Non-standard Applicants / Direct Applicants into Years 2 or 3

If you have prior higher education or equivalent work experience, it may be possible for this to be taken into account, to enable advanced entry to your chosen programme. For example, if you have a Foundation Degree/HND in an appropriate subject and are aiming to achieve an honours degree, you may be considered for exemption from Level 4 and/or Level 5 studies (the equivalent of the first and second year of a full-time degree). You may also be awarded credit for relevant prior learning such as previous courses studied (APCL) or your industrial, professional or other experience (APEL).

English Language

All international students are required to demonstrate suitable levels of English language competence. This can be through previous study in English, but we often require specific performance in English tests. All undergraduates must be able to prove a minimum of IELTS 6.0, TOEFL 213 or equivalent.

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:

Mrs Katie Parkash, Senior Student Administrator, School of Creative Arts

Telephone: 01707 281298

Email: k.parkash@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

BA (Hons) Photography

Table 2: Development of Programme Learning Outcomes in the Constituent Modules

This map identifies where the programme learning outcomes are assessed in the constituent modules. It provides (i) an aid to academic staff in understanding how individual modules contribute to the programme aims (ii) a checklist for quality control purposes and (iii) a means to help students monitor their own learning, personal and professional development as the programme progresses.

Module Title		Module Code		Programme Learning Outcomes (as identified in section 1 and the following page)															
				Knowledge & Understanding			Intellectual Skills			Practical Skills			Transferable Skills						
				A1	A2	A3	B1	B2	B3	C1	C2	C3	D1	D2	D3	D4	D5	D6	D7
Level 4	Photography Practices	4MMF0056	X					X	X	X		X	X						
	Digital Environment	4MMF0055	X		X				X	X	X			X		X			
	Photography: Histories and Cultures (C&CS)	4CTA1064		X		X						X	X	X					
	Experimental Projects	4CTA1185		X					X				X		X		X		
Level 5	Year Abroad	5CTA0001	X	X	X	X	X	X	X	X	X	X	X	X			X	X	
	Photography: Application and Cultures (C&CS)	5CTA1079		X		X	X					X	X	X					
	Professional Development	5MMF0082			X		X			X			X				X		
	Photography Assignments	5MMF0083	X		X		X		X	X	X								
Level 6	Negotiated Photography Projects	5MMF0081	X	X		X		X	X			X					X		
	Year Abroad (Creative Arts)	6CTA0001	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	
	Sandwich Year (Creative Arts)	6CTA1008			X			X		X			X	X		X	X	X	
	Professional Portfolio	6MMF0071	X		X				X	X	X		X					X	
	Concepts and Planning	6MMF0072		X		X		X	X			X	X				X		
	Degree Major Project	6MMF0073	X						X	X	X			X		X	X		
Level 6	Enterprise and Employability in the Photographic Industries	6CTA1024			X		X						X	X			X		
	Photography L6 Degree Essay / Report	6CTA1089		X		X		X					X			X			

Key: Learning Outcome which is assessed as part of the module ☒

KEY TO PROGRAMME LEARNING OUTCOMES

Key to Programme Learning Outcomes

Knowledge and Understanding

- A1. Key production, processes and professional practices, including emergent technologies, of photography;
- A2. A representative selection of key works of photography, the historical development of particular genres, aesthetic traditions and forms within the photographic archive, including contemporary works at the forefront of the discipline;
- A3. The development and operation of the photography and related media industries, their professional requirements and constraints, global scope, regulatory frameworks, business practices, audiences and patterns of consumption.

Intellectual Skills

- B1. Evaluate critically current debates about modes of representation and narrative processes at work in media and cultural texts;
- B2. Critically analyse, situate and evaluate the products of the photography and media industries in historical, global and professional contexts;
- B3. Consider and evaluate their own work in a reflexive manner, with reference to professional practices, conventions and current debates.

Practical Skills

- C1. Initiate, develop and realise sustained creative work in the fields of photographic production;
- C2. Produce work showing competence in operational aspects of photography production, its technologies, systems, techniques and professional practices;
- C3. Demonstrate the effective creation and manipulation of imagery in photography production which is informed by an understanding of media forms and structures, audiences and specific communication registers.

Transferable Skills

- D1. Utilise a range of research and critical evaluation skills, frame appropriate questions, formulate arguments cogently and draw independent conclusions;
- D2. Present and communicate effectively to specialist and non-specialist audiences in oral, written and visual forms;
- D3. Competently retrieve information from a range of sources and use digital and other technologies to present texts and images;
- D4. Contribute as part of a team, in a variety of roles and negotiate and pursue goals with others;
- D5. Work independently, manage time, personnel and resources effectively, by drawing on planning and organisational skills;
- D6. Reflect on personal strengths and identify learning goals for continuing development;
- D7. Effectively deploy a range of personal and entrepreneurial skills to meet their career aspirations.

Section 2

Programme management

Relevant QAA subject benchmarking statements

Type of programme

Date of validation/last periodic review

Date of production/ last revision of PS

Relevant to level/cohort

Administrative School

Communication, media, film and cultural studies, General Business and Management and Art and Design
Undergraduate
January 16
March 2016
Level 4 entering September 2017
School of Creative Arts

Table 3 Course structure

Course details					
Course code	Course description				JACS
CTPH	BA (Hons) Photography				W641
Course Instances					
Instances code	Intake	Stream	Instances Year	Location:	Mode of study
PHO1S	A	BA (Hons) Photography	1	UH Hatfield Campus	Full-time/sandwich
PHO2S	A	BA (Hons) Photography	2	UH Hatfield Campus	Full-time/sandwich
PHO3S	A	BA (Hons) Photography	3	UH Hatfield Campus	Sandwich Placement/Study Abroad
PHO3F	A	BA (Hons) Photography	3	UH Hatfield Campus	Full-time
PHO4S	A	BA (Hons) Photography	4	UH Hatfield Campus	Sandwich
PHO1P	A	BA (Hons) Photography	1	UH Hatfield Campus	Part-time
PHO2P	A	BA (Hons) Photography	2	UH Hatfield Campus	Part-time
PHO3P	A	BA (Hons) Photography	3	UH Hatfield Campus	Part-time
PHO4P	A	BA (Hons) Photography	4	UH Hatfield Campus	Part-time
PHO5P	A	BA (Hons) Photography	5	UH Hatfield Campus	Part-time
PHO6P	A	BA (Hons) Photography	6	UH Hatfield Campus	Part-time